KENDRIYA VIDYALAYA SANGATHAN

21 दिवसीय पुस्तकालयाध्यक्ष सेवाकालीन प्रशिक्षण शिविर

27.12.2012 से 16.01.2013

21 Day In- Service Course for Librarians

27-12- 2012 to 16-01- 2013

Course & Venue Director

Mrs.A.P.BHALLA

Deputy Commissioner&Director, KVS ZIET, Chandigarh

के वि सं आंचलिक शिक्षा एवं प्रशिक्षण संस्थान

सैक्टर 33– सी, चण्डीगढ़

Kendriya Vidyalaya Sangathan

Zonal Institute of Education & Training ,Chandigarh

Website: www.zietchandigarh.org

ACKNOWLEDGEMENTS

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KENDIRYA VIDYALAYA SANGATHAN
NEW DELHI

In-Service Training Program for TGT Librarian

27th December, 2012 to 16th January, 2013

Course Director

Mrs. Aruna Prem Bhalla
Director, KVS ZIET, Chandigarh

Associate Directors

Mr. Kalika Prasad
Vice Principal, KV OFD, Raipur [Dehradun Region]

Resource Persons

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KVIIP , Dehradun [Dehradun Region]

Mr. Dharamvir (TGT–Librarian)
KV, Subathu [Chandigarh Region]

Co-ordinator

Ameeta Kumari, PGT Chemistry
ZIET, Chandigarh

Venue
ZONAL INSTITUTE OF EDUCATION AND TRAINING
KENDIYRA VIDYALAYA SANGATHAN
SEC. 33 C , CHANDIGARH. (UT)

From Director's Desk

" Library is not a only a fun place to go it's a place to connect, to share, to grow and to help others to expand their horizons". Lynne.T.

Dear participants,

"Librarian is one who picks library from wild library bushes and make library pie."R.Lee Hadden.

Librarians are soul of an institution which regimes the whole universe with its liberal nature. Now a day's school library is a intrinsic part of school infrastructure, provides a range of learning opportunity for both large and small groups with a focus on intellectual, information literacy etc.

The 21 days In-Service Course for TGT-librarian at ZIET Chandigarh was thoughtfully planned aiming at your personal as well as professional growth. I had a rewarding experience by training, teaching and learning of 38 wonderful participants and 02 resource persons. Interactive sections with the experts were arranged to inspire you to gain a total quality in your potentiality, caliber, skills etc. to enhance one's ability.

Significant emphasis laid on totally go through e-granthalaya software, developing reading habits, good collection of literature, proper sitting arrangement, fulfillment of demand of books with in short time, introduction to new resources, weeding out and role of librarians so as to promote self-confidence creativity, workable knowledge and awareness of new technology.

A specific six days hand on session on e-granthalaya left all participants veracious and stimulates them to use all modules very exhaustively. I believe that learning through sharing enhances ones knowledge to the other in such a gathering.

I do feel all the participating librarian to have richer experience in the subject concerned and also get enjoyed a get together for 21 days making the course a successful and informative one. So you all custodians of wealth of knowledge hereby advised to lend their perfume to spread all over by sharing and interaction.

I wish all of you to enrich your school library and your users with your such a beautiful learning experiences gained from In Service Course.

संदेश

सह- निदेशक
प्रिय, सहभागियों,

परिवर्तनशील परिदृश्य में, पुस्तकालय जो ज्ञान, जानकारी एवं सूचनाओं का केन्द्र है, छात्रों तथा विभागीय सदस्यों को आवश्यक सूचना संसाधन के साथ समाकलित अध्ययन, नवाचार एवं निर्देशन तथा परामर्श इत्यादि में विशाल भूमिका अदा करता है।

21, दिवसीय सेवाकालीन प्रशिक्षण में सभी सहभागी वत्रमान 21वीं ससदी में अधिगम पर्यावरण को छात्रों के सर्वांगीण विकास आवश्यकताओं के लिए आवश्यक कौशलों के साथ संसाधित करेंगे, ताकि उन्हें प्रभावशाली सीखनेवाला, मूल्यांकन एवं सूचनाओं के सृजनकर्ता के रूप में तैयार किया जा सके।

हमें विश्वास है कि आप सभी प्रशिक्षण में बताई गई बातों का पूर्ण नि"ठा के साथ पालन करेंगे एवं केन्द्रीय विद्यालय संगठन की पुस्तकालय नीति के उद्देश्यों को पूर्ण करने का कार्य करेंगे।

मैं आप सभी के स्वस्थ जीवन एवं उज्जवल भवि"य की कामना करते हुए पुनः आशा करता हूं कि संगठन की गरिमा एवं उद्देश्य के लिए कार्य करते हुए, श्रे"ठ नागरिकों के निर्माण के साथ रा"ट निर्माण में अपना मान रखते हुए कार्यक्षमता एवं निपुणता की वृद्धि कर, योगदान देते रहेंगे।

कालिका प्रसाद
सह निदेशक एवं
उप- प्राचार्य

केन्द्रीय विद्यालय, आयुध निर्माणी

रायपुर, देहरादून

INDEX

S. No	Article	Page
1	Foreword by Director with objectives of the course	
2	List of Participants	1-2
3	Committees	3
4	Time – Table	4-6
5	Group Wise Details	7-11
6	Daily Reports	12-22
7	Lectures by Course Director-Mrs A.P.Bhalla:-Developing reading Habits, Code of Conduct & 81B,HIV/AIDS,Life Skills.	23-32
8	Lectures by Associate Director -Sh.Kalika Prasad:-Stress Management Vidyalaya Career and Guidance	33-36
9	Lectures by Resourse Person –Sh.Sunil Saini:-Cataloguing Module:E-Granthalaya,Circulation Module-E-Granthalaya,New Library Policy-Comparison & Silent Features,Web Online Public Access Catalogue Right to Information.	37-54
10	Lectures Cum Demonstrations by ZIET Chandigarh Faculty Sh.Sanjay Chauhan,PGT English:—Communication Skill Ms.Ameeta K,PGT Chemistry:- Innovations and Action Research, Getting Started with "ALICE". Mrs Sunita Gusain,PGT Hindi-"Raj Bhasha".	55-62
11	Lectures Cum Demonstrations by Guest Lectures Dr.Neeraj-Web 2.0 tools for Librarians Dr.Preeti Sharda-Use of RFID Technology in Libraries Sh.Praveen Khurana-Online Services in Libraries. Dr.Rupak Chakravorti-Various Software for Library Automation. Sh.Sushant Panigrahi-Egranthalaya and its various modules Sh.Pawan Kr. Sharma-Personality Development.	63-74
12	Lectures Cum Demonstrations by Participants Sh.K.R.Sharma-Challenges and Solutions:Pleasures Reading Ms.Ranjeeta Soni-Application of Bar Code technology in Libraries . Ms Shalini Trivedi-RFID Sh.Rajesh-Current Awareness Services Sh.G.D.Gupta-E-Resources. Ms Sangeeta-NTSE Ms.Kanchan Bala-Bio Metrix Sh.Umakant Tripathi-Creation of Blog & Webpage. Ms.Anita Dhiman-Class Library	75-89
13	e-GRANTHALAYA:SPECIAL INVITEE SH.SUSHANT PANIGRAHI,NIC	90-93
14	ANNUAL LIBRARY ACTIVITY PLAN	94-95
15	Impressions	96-102
16	Pictorial Sections	103-120

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Zonal Institute of Education and Training, Chandigarh

21-Day In-Service Course for Librarians (27-Dec-2012 to 16-Jan-2013)

List of Participants

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3	Ms Ranjeeta	KV No1 Delhi Cantt	DELHI REGION
4	Ms. Poonam	KV No1 Roorkee	DEHRADUN REGION
5	Mr.R.R.Sinha	KV No2 Satna	JABALPUR REGION
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2	Mr.Umakant Tripathi	KV 3 Pathankot	JAMMU REGION
3	Mr K.R.Sharma	KV OLF,Dehradun	DEHRADUN REGION
4	Mr Subhash Chander	KV No1 Firozpur	SIRSA REGION
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KENDRIYA VIDYALAYA SANGATHAN

Zonal Institute of Education and Training, Chandigarh

21-Day In-Service Course for TGT Librarians (27-Dec-2012 to 16-Jan-2013)

TIME TABLE

DAY	Day & Date↓	SESSION -I	SESSION –II		TEA BREAK	Session-III	LUNCH BREAK	Session-IV	TEA BREAK	Session-V	Session-VI
	Time Slots→	**09:00 - 09:30 AM**	**09:30 - 11:00 AM**			**11:15 - 12:45 PM**		**01:45 - 03:15 PM**		**03:30 - 04:30 PM**	**04:30 - 05:30 PM**
1	***27.12.12 Thursday***	**Registration**	**Inauguration & Course Objectives** [A P Bhalla] Course Director			**Ice Breaking** [Ameeta K] Course Coordinator		**[Role of Librarians]** Sh. S K Jain Ex DC KVS HQ, New Delhi		***PRE TEST*** *Assessment of Entry Behavior*	***Group Formation***
2	***28.12.12 Friday***	Assembly by "टैगोरकेहीरे"	**Communication Skills** [Sanjay Chauhan] ZIET, Chandigarh			**Cataloguing Module e-granthalaya** [Sunil Saini : RP]		**Cataloguing Module: e-granthalaya** [Sunil Saini : RP]		**Making list of activities to celebrate Library Week**	
3	***29.12.12 Saturday***	Assembly by "टैगोरकेहीरे"	**Developing reading habits** [A P Bhalla]			**Use of Web 2.02** [Dr. Neeraj Singh] Asst. Lib. P.U		**Circulation Module : e-granthalaya** [Sunil Saini : RP]		**Prepare Book review format**	
4	***30.12.12 Sunday***	Assembly by "टैगोरकेहीरे"	**HIV AIDS awareness** [A P Bhalla]	**Action Research** [Ameeta K]		**Stress Management** [Kalika Prasad] Associate Director		**New Library Policy: Comparison** [Sunil Saini : RP]		**Prepare Career flow chart group wise** [Sunil Saini : RP]	
5	***31.12.12 Monday***	Assembly by "टैगोरकेहीरे"	**Effective Use of library** [A P Bhalla]			**Use of RFID** [Dr. Preeti Sharda] **Lib. RIE**		**On Line Services of Lib.** [Parveen Khurana] Amercian Section, PU		**Display work (Periodicals/Books Cover/Articles/)**	
6	***01-01-13 Tuesday***	Assembly by "सूर्यकांत के निराले"	**CCE: Co-Scholastic - areas & activities** [Ameeta K]			**Library Automation:** [Dr. Rupak Chakraborty] Asstt.Prof.PU		**Library Blogs Creation:** [U.K. Tripathi]		**Hands on session of Library Blog**	
7	***02-01-13 Wednesday***	Assembly by "सूर्यकांत के निराले"	**Code of Conduct & Article 81 B** [A P Bhalla]			**e-Granthalaya : Installation Module** [Shushant Panigrahi] NIC,New Delhi		**e-Granthalaya : Admin Module** [Shushant Panigrahi] NIC,New Delhi		**Hands on session e-Granthalaya:** [Shushant Panigrahi] NIC,New Delhi	

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8	***03-0-13 Thursday***	Assembly by "सूर्यकांत के निराले"	**e-Granthalaya : Database Back up** [Shushant Panigrahi] NIC,New Delhi			**e-Granthalaya : Data Base Restore** [Shushant Panigrahi] NIC,New Delhi		**e-Granthalaya : Data Base Restore** [Shushant Panigrahi] NIC,New Delhi		**Hands on session e-Granthalaya :** [Shushant Panigrahi] NIC,New Delhi	
9	***04-01-13 Friday***	Assembly by "सूर्यकांत के निराले"	**Getting started with ALICE** [Ameeta K]			**Personality Development** [Pawan K. Sharma,] Principal, NVS		**Visit to Punjab University Library , Chandigarh**		**Visit to Central State Library,Chandigarh**	
10	***05-01-13 Saturday***	Assembly by "Literetti"	**EXCURSION Pinjore garden**			**EXCURSION Mata Mansa Devi**		**EXCURSION Rock Garden**		**EXCURSION Sukhna Lake**	
11	***06-01-13 Sunday***	Assembly by "Literetti"	Presentation on **"Road Safety"** [Ameeta K]	Hands on session on e-granthalaya **Installation**		Hands on session on e-granthalaya- **Installation**		Hands on session on e-granthalaya - **Backup**		Hands on session on e-granthalaya - **Backup**	
12	***07-01-13 Monday***	Assembly by "Literetti"	Hands on session on e-granthalaya- **Admn Module**			Hands on session on e-granthalaya- **Admn Module**		Hands on session on e-granthalaya- **Catalogue module**		Hands on session on e-granthalaya- **Catalogue Module**	
13	***08-01-13 Tuesday***	Assembly by "Literetti"	Hands on session on e-granthalaya- **Circulation Module**			Hands on session on e-granthalaya- **Circulation Module**		Hands on session on e-granthalaya- **Restore Data Base**		Hands on session on e-granthalaya- **Restore Data Base**	
14	***09-01-13 Wednesday***	Assembly by "नीलमणी"	Hands on session on e-granthalaya- **Serial Module**			Hands on session on e-granthalaya- **Serial Module**		Hands on session on e-granthalaya- **Bar Code**		Hands on session on e-granthalaya- **Bar Code**	

DAY	Day & Date↓	SESSION -I	SESSION –II		Session-III		Session-IV			Session-V	Session-VI
	Time Slots→	09:00 - 09:30 AM	09:30 - 11:00 AM		11:15 - 12:45 PM		01:45 - 03:15 PM			03:30 - 4:30 PM	04:30 – 05:30 PM
15	***10-01-13 Thursday***	Assembly by "नीलमणी"	Hands on session on e-granthalaya- **Search Module**	**T E A**	Hands on session on e-granthalaya- **Search Module**	**L U N C H**	Hands on session on e-granthalaya- **Library Blog**		**T E A**	Hands on session on e-granthalaya- **Library Blog**	
16	***11-01-13 Friday***	Assembly by "नीलमणी"	Hands on session on e-granthalaya- **Data Merger**		Hands on session on e-granthalaya- **Data Merger**		Hands on session on e-granthalaya- **Data Merger**			**Mid Test**	
17	***12-01-13 Saturday***	Assembly by "नीलमणी"	**Web Online public Access Catalogue** [Sunil Saini : RP]		**Challenges & Solutions : Pleasure Reading** [K R Sharma]		**Bar Coding** [R Soni]	**RFID** [S. Trivedi]		**How to make silence in Library**	
18	***13-01-13 Sunday***	Assembly by "रंगानाथन के सपूत"	**Career guidance** [Kalika Prasad]	**B R E A K**	**Office Procedures** [G.S Sethi] Asstt.ZIET Chandigarh	**B R E A K**	**CAS** [Rajesh]	**E-Resources** [G.D.Gupta]	**B R E A K**	**Present ZIET Library setup**	
19	***14-01-13 Monday***	Assembly Programme "रंगानाथन के सपूत"	**Annual Library Activity Plan (ALAP)** [A P Bhalla]		**राजभाषा** [Sunita Gosain]		**NTSE** [Sangeeta]	**Biomatrix** [Kanchan bala]		**Anroid Application** U.K.Tripathi	**Know your Library** [K. P. Singh]
20	***15-01-13 Tuesday***	Assembly Programme "रंगानाथन के सपूत"	**RTI** [Sunil Saini : RP]		**Class Library** [Anita Dhiman]		**POST TEST**			**Exhibition**	
21	***16-01-13 Wednesday***	Assembly Programme "रंगानाथन के सपूत"	**Life Skills** [A P Bhalla]		Open Forum & Plenary Session with Course Director		**Feedback & Impressions**			**Valediction**	

GROUP-1 "टैगोर के हीरे"

READ, LEAD AND SUCCEED
GROUP LEADER:-MR. SUBHASH

S.NO.	NAME	KV	REGION	AREA OF STRENGTH
1	Mr.Subhash Chander	No-1.Ferozpur	Sirsa	Dedicated and devoted to work
2	Ms. Savita	No.-2,Hussainpur	Chandigarh	Update my user with all kind of reading material "Becoming e-savvy".
3	Ms. Sangeeta	BSF, Chhawla	Delhi	Strong determination to-wards achievements
4	Ms Nirmal Kurmi	Gurdaspur, Tibri Cantt.	Jammu	Dedicated towards their work.
5	Mr. G.D. Gupta	OFD,Dehradun	Dehradun	Do his work with sincer-ity.
6	Mr .Gaje Lal	Pushp Vihar	Delhi	Do his work with positive attitude.
7	Mr. Neeraj	Kathua	Jammu	Positive attitude and pas-sionate towards his work.

DEMONSTRATION:-

Mr G.D.Gupta- Evaluation and challenges of E-resources.
Ms Sangeeta-NTSE.

ACTIVITIES:-

Celebration of Book Week
Format of Book Review
Interior set up of ZIET Library
Library Blog

GROUP-2 "SURYAKANT KE NIRALE" "सूर्यकांत के निराले"

READ, TEACH AND GROW
GROUP LEADER-MR.KESHAV RAM SHARMA

S.NO.	NAME	KV	REGION	AREA OF STRENGTH
1	Mr.keshav	OLF,Dehradun	Dehradun	Computer awareness and young
2	Ms.Sushma	No-2,jalandhar	Sirsa	Hard working,Positiva thinking
3	Ms.Surinder	No-2 Ambala	Chandigarh	Honest and positive thinking
4	Mr.K.P.Singh	Sikhar,DBN	Jammu	Energetic and social
5	Mr.G.Shankar	New Tehri	Dehradun	Discipline and moral teaching
6	Ms.Amita	No-3Faridabad	Delhi	Library and role in society
7	Ms.Kanchan	No-2Udhampur	Jammu	Computer Knowledge
8	Mr.Mahesh	Kistwar	Jammu	World and Indian history

DEMONSTRATIONS:-

Mr K.R.Sharma – Challenges and solutions:Pleasure reading.
Ms Kanchan Bala – Bio Matrix.
Mr Krishna Pal Singh –Orientation Classes.

ACTIVITIES:-

Celebration of Book Week
Format of Book Review
Interior set up of ZIET Library
Library Blog

GROUP-3 "LITERTTI"

BOOKS FOR LEISURE,BOOKS FOR PLEASURE
GROUP LEADER: ANITA KAPOOR

S.NO.	NAME	KV	REGION	AREA OF STRENGTH
1	Ms.Anita Kapoor	Saraikhas	Chandigarh	Firmness,hardwprking,nature love,
2	Ms.Kalpana Goyal	AFS,Hindon	Delhi	Hardworking,sincere,good
3	Ms.Shalini Trivedi	PL,Merrut	Delhi	Quick learner,listener,ready to ac-
4	Ms.Ranjeeta Soni	Delhi,cantt	Delhi	Self confidence,decision taker,self
5	Mr.Yatinder Singh	Baramula	Jammu	Positive approach,decision
6	Mr.R.K.Rajput	Sec-3Rohoni	Delhi	Positive approach,decision
7	Mr.N.P.Singh	No-1,Banbasa	Dehradun	Sports,cooperation with staff and

DEMONSTRATIONS:-

Ms.Ranjeeta Soni – Application of Bar code technology in Libraries
Ms.Shalini Trivedi-RFID. .

ACTIVITIES:

Celebration of Book Week
Format of Book Review
Interior set up of ZIET Library
Library Blog

GROUP-4 "NEELMANI"

GROUP LEADER-MS.NEELAM SIWACH

S.NO	NAME	KV	REGION	AREA OF STRENGTH
1	Ms.Neelam Si-wavh	Sec-47,CHG	Chandigarh	Hard workin,Positive attitude, never says no to any work
2	Mr.Rajesh Kumar	Karnal	Sirsa	Reading books and watch cricket mach
3	Ms.Nidhi Sharma	Jyotipuram	Jammu	Dutiful, positive thinking, read
4	Mr.R.R.Sinha	No-2 Satna	Jabalpur	Reading Hindi habit
5	Mr.U.P.Verma	NHPC,Banabasa	Delhi	Neturopathy,yoga,meditation
6	Ms.Poonam Ku-mari	No-2,Roorkee	Dehradun	Dutiful, good reader, learn new thing
7	Ms.Achala Parashar	No-4,Jalandhar	Sirsa	Health awareness, reading religious books.

DEMONSTRATIONS:-

Mr Rajesh-Current Awareness Services.
Ms Anita Dhiman-Class Libraires

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ACTIVITIES:-

Celebration of Book Week
Format of Book Review
Interior set up of ZIET Library
Library Blog

GROUP-5 “RANGATHAN KE SAPUT”

GROUP LEADER-MR.UMAKANT TRIPATHI
“ATTRA TATRA SARWATRA”

S.NO.	NAME	KV	REGION	AREA OF STRENGTH
1	Mr.U.K.Tripathi	No-3 Pathankot	Jammu	Application of IT in School libraries.
2	Mr.Leela Dhar	No-1Srinagar	Jammu	Acquisition of library
3	Mr.Abdul Rashid	Bandipur	Jammu	Automation and serve the reader
4	Mr.Mukesh Sharma	No-3 Cantt	Delhi	Spritualism
5	Mr.Gaurav Chauhan	AFS.Hindon	Delhi	Reformer
6	Mr.M.P.S.Chauhan	KNN,GZB(2nd)	Delhi	Listening and singing song
7	Ms.Neena Jha	Masjidmoth	Delhi	Reading
8	Ms.Kumodini Khar	Jindrah	Jammu	Development of reading habit

DEMONSTRATION :-
Mr Umakant Tripathi:-Creation of Blogs and webpage.

ACTIVITIES
Celebration of Book Week
Format of Book Review
Interior set up of ZIET Library
Library Blog

21 दिवसीय टी जी टी पुस्तकालयाध्यक्ष सेवा कालीन प्रशिक्षण

27/12/12(शुक्रवार) उद्घाटन समारोह

<u>प्रतिवेदन</u>

21 दिवसीय टी जी टी पुस्तकालय अध्यक्ष सेवा कालीन प्रशिक्षण कार्यक्रम का शुभारम्भ दिनांक 27 -12-2012 को के.वि.एस.ज़ीट चंदीगढ़ में हुआ । कार्यक्रम के मुख्यातिथि **श्री एस .के जैन (सेवानिवृत) उपायुक्त (प्रशिक्षण)** के .वि.एस . मुख्यालय नई दिल्ली थे **। श्रीमती अरुणा प्रेम भल्ला निदेशिका के .वि.एस .ज़ीट चंदीगढ़** द्वारा मुख्यातिथि का स्वागतभ पुष्पगुछ भेट करके किया गया । कार्यक्रम का शुभारंभ मुख्यातिथि द्वारा दीप प्रज्वलन एवं माँ सरस्वती की प्रतिमा पर माल्यार्पण से हुआ । कार्यक्रम का संचालन **सुश्री अमीता के** ,पी जी टी रसायन विज्ञान के .वि. एस .ज़ीट चंदीगढ़ द्वारा किया गया **।** इस अवसर पर प्रशिक्षण के **सह निदेशक श्री कलिका प्रसाद उप प्राचार्य के .वि .ओ डी एफ देहरादून** , **श्री सुनील सैनी तथा श्री धर्म वीर जी** सम्मिलित रहे । **श्रीमती अरुणा प्रेम भल्ला जी** ने अपने अभिभाषण में प्रशिक्षण के उद्देश्य एवं महत्व पर प्रकाश डाला । मुख्यातिथि **श्री एस .के जैन जी** ने प्रतिभागियों से प्रशिक्षण कार्यक्रमों के बारे में अपने अनुभवों को बांटा तथा सभी प्रतिभागीयों को प्रशिक्षण में बढ़ चढ़ कर भाग लेने के लिए प्रेरित किया । प्रशिक्षण के सह निदेशक **श्री कलिका प्रसाद** धन्यावाद ज्ञापन प्रस्तुत किया गया ।

सुश्री अमीता के ,पी जी टी रसायन विज्ञान के .वि. एस .ज़ीट चंदीगढ़ ने 'आइस ब्रेकिंग ' सेशन के अंतर्गत प्रतिभागियों को नवींतम तरीके से अपना परिचय करवाने का अवसर दिया।

सभी प्रतिभागियों को 5 बराबर समूहों मे विभाजित कर कार्य दिये गये (प्रात्कालीन सभा .विचार प्रतिवेदन प्रस्तुतिकरण ,मुख्य समाचार और विशेष कार्यक्रम इत्यादि) ।

इसके आलावा निम्नलिखित समितियों का गठन किया गया । सम्पादकीय समिति , सांस्कृतिक समिति , प्रदर्शनी समिति, भ्रमण समिति ।

प्रस्तुतिकरण : टेगोर के हीरे

REPORT 28/12/2012 (Saturday)

The second day of in-service course started with a nice prayer **"lab pe aati hai dua"**which enlightened the soul of all participants followed by the assembly program by "टैगोर के हीरे" Morning session started with a interactive lecture of **Mr. Sanjay Chauhan PGT English ZIET** Chandigarh. His lecture was based on **communicative English**. He oriented the participants towards dynamism and gave more emphasis on pronunciation of words. He showed a P.Pt. containing the funny sentences by improper use of grammer.he summed up his lecture with good interactive session.

Pre lunch session resumed with brief introduction of **e-Granthalya** by the resource **person Mr.Sunil Kumar Saini**. Initially cataloguing module was described. He interacted with participants and solved issues related to retro conversion and full cataloguing.
Post lunch session continued with cataloguing module.Therewas discussion on deletion of entries and write off.
In the last session each group was given an assignment on **"library book week."**Every group has to make the list of activities can be conducted during "library book week". Numerous activities such as Book fair, making of book mark competition, poster making, quiz, extempore etc. Were suggested by the different groups.

Presented by: "टैगोर के हीरे"

REPORT 29/12/2012(Saturday)

The session of the day three of the in-service course begin at 9.00 am assembly by "टैगोर के हीरे" . After the assembly , the course Director **Mrs. A.P. Bhalla** delivered a lecture on the topic **"Developing reading habit among children**" which suggested some tools/ activities to develop reading habit among users.
Mr. Neeraj Singh, Asst. Librarian , A.C. Joshi Library , Punjab University, Chandigarh delivered a fruitful lecture on " **The use of Web 2.0 in school library**" . He explained many web services like Library Blogs, Twitter, RSS, Wikkis, Microbloging , Social book marking, social media, podcast, instant messaging, SMS.Flicker, etc. After that a recreational and very exiting **Tibetan Personality Test**d assigned by His Holiness Dalai Lama was conducted by **Mrs A.P. Bhalla,** Course Director.
Mr. Sunil Saini (RP) presented live demonstration on circulation module of e-granthalaya and addressed the queries of the participants to their satisfaction level.
In last session of the day every group was assigned with a task to framing a suitable Book Review Format and one of the participants from the each group addressed the audience with their format.

Presented by: "टैगोर के हीरे"

प्रतिवेदन 30/12/2012 (रविवार)

प्रात कालीन सभा का आरम्भ '**टेगोर के हीरे'** समूहके सदस्यों द्वारा किया गया ! इसके पश्चात दुराचार की शिकार लड़की के निधन पर उसकी आत्मा की शांति हेतु दो मिनट का मौन रखा गया !प्रात कालीन सेशन का आरम्भ **श्रीमती ए पी भल्ला प्रशिक्षण निदेशक** के एच आई वी एवं एड्स पर आधारित वक्तव्य से हुआ ! उन्होंने कम्प्यूटर आधारित पी पी टी के माध्यम से रोग के लक्षणों एवं रोकथाम के बारे में विस्तार से जानकारी दी !

सुश्री अमीता के प्रशिक्षण समन्वयक के द्वारा **पुस्तकालय के क्षेत्र नवीन परियोजन एवं शोध** पर आधारित वक्तव्य से पुस्तकालय अध्यक्षों को प्रोत्साहित किया ! **श्री कलिका प्रसाद सह प्रशिक्षण निदेशक** के अभिभाषण में '**मनुष्य के दैनिक जीवन में होने वाले तनाव तथा उस पर नियंत्रण'** विषय पर एक लघु वृत्त चित्र द्वारा प्रकाश डाला गया तथा तनाव मुक्ति के विभिन्न उपायों के बारे में बताया ! भोजन उपरांत सेशन में **श्री सुनील सैनी** द्वारा नवीन पुस्तकालय निति पर गहन चर्चा की !अंत में प्रतिभागियों की ओर से **श्री के आर शर्मा जी** द्वारा '**केरियर काउंसलिंग** 'से सम्बन्धित पी पी टी के माध्यम से अपने विचार प्रकट किये

प्रस्तुतकर्ता : टेगोर के हीरे

REPORT 31/12/2012 (Sunday)

The session of the day five, of the in-service course begin at 9.00 A.M. assembly by "टैगोर के हीरे" . After the assembly in the First Session started with stars distribution to the achievers of previous day. Afterwards **Mrs. A.P.Bhalla** took a lecture on the topic **"Effective Use of Library".** The lecture was focused on the Five Laws of the Library Science designed by **Dr. Siyali Ramamrit Ranganathan.**

Dr. Preeti Sharda, Librarian Regional Institute of English, Chandigarh delivered a very lively lecture duly supported by Power Point Presentation on the topic **"Radio Frequency Identification" better known as RFID**. The lecture was followed by a very interactive questions answers session and participants made the best use of the opportunity to clear their doubts.

In the third session of the day **Shri Parveen Khurana, Directo**r (Americian Corner) T.S. Central State Library Chandigarh delivered very effective and useful tips on **"Blog Creation and its benefits with special reference to the School Libraries"**.

The fourth session of the day included hands on session for Library Blogs . The Director ZIET addressed the participants of both the courses in ZIET Auditorium and conveyed her best wishes on the eve of New Year 2013. A light entertainment programme was organized followed by musical chair competition for the participants.

Presented by: टेगोर के हीरे

REPORT 01/01/2013 (Tuesday)

The day's proceedings started with exchange of best wishes for new year thereafter morning assembly was conducted by "सूर्यकांत के निराले" . The first session was taken **by Ameeta K** PGT Chem ZIET on **CCE** focussing on Co-Scholastic areas & activities with special reference to the **assessment of Literary & Creative Skills.**

Dr. Rupak Chakraborty an alumini of BHU , Asst. professor, Deptt. of Lib Science , Punjab University Chandigarh gave a lecture on Library Automation in which he discussed the various software available for library automation .

in the afternoon session a presentation was given **by Mr. Umakanth Tripathi** on how to create blog and web site using word press. The last session had an outdoor activity involving a group wise tour to the proposed ZIET, Chandigarh library where each group was asked to work on the layout the plan ZIET Library to be established.

Presented by: "सूर्यकांत के निराले"

REPORT 02/01/2013 (Wednesday)

The session of the day seven, of the in-service course begin at 9.00A.M. assembly by "सूर्यकांत के निराले" . The first session was taken **Mrs. A.P.Bhalla** Director ZIET Chandigarh on the topic **Code of Conduct and Article 81B** in which she made participants to be aware of moral sexual behavior towards any students.

Before the lunch break **Mr.Sushant Panigrahi** Scientist (B), NIC ,New Delhi was welcomed by **Mrs. A P Bhalla** Director ZIET Chandigarh. Who gave brief introduction of e-Granthayala.

The third session continued with the lecture of **Mr. Sushant Panigrahi** .He interrelated the use of computer for library housekeeping jobs and defined the digital library and library automation. Explained various modules **of e-Granthalaya software and its formulation in the library.**

After the tea break he continued the session with **admin module** and described all its fields one by one .

Presented by: "सूर्यकांत के निराले"

REPORT 03/01/2013 (Thursday)

The session of the day eight, of the in-service course begin at 9.00 A.M. assembly by "सूर्यकांत के निराले".

The first session began with demonstrative lecture by **Mr.Sushant Kumar Panigrahi** Scientist(B) ,NIC New Delhi on **e-Granthalaya Admin module and made aware about database restore** .

In the second session **Mr.Panigrahi** address the queries of the participants and talked about the basic problems faced by them while running this programme .Post lunch session

started with **use of e-Granthalya for stock verification, bar coding introduced to Hindi fonts and to WEB OPAC .**

In the last session **Mr.Panigarhi** took the suggestive views of participants regarding e-Granthalaya such as resizing of photographs , option to add bar code printer etc.

Presented by: "सूर्यकांत के निराले"

REPORT 04/01/2013 (Friday)

The session of the day nine, of the in-service course begin at 9.00 A.M. assembly by "सूर्यकांत के निराले".After that the ceremonial stars distribution. The session started with interactive presentation by Ms.**Ameeta K** PGT- Chemistry ZIET on the topic ' **Getting started with Alice**'. It is progressive evolution in KVS educational system which serves as a tool for conducting library activities and educational projects through animation and innovation without internet connection.

The second session started with the lecture by **Sh. Pawan Kumar Sharma, Principal. Jawahar Navodaya Vidyalaya, Chandigarh** on the topic '**Personality Development'**. He emphasized that we should recognise and respect ourselves motivated towards the positive approach towards life with perfect time management.

After lunch session we all proceeded towards the educational visit to Punjab University Library ,State Central Library and Rose garden. Enjoying the beauty of nature and fragrance of roses in spite of chillness, we moved towards a well established , organized, equipped with all modern techniques and tools library which was established on 13 Dec 1958 by Dr. S.R Radhakrishnan, having a huge collection of books, periodicals, e-journal etc.

At end of the day participants moved towards the State Central Library in Sector 17,Chandigarh. Here we visited children section, circulation section and technical section etc. All of us were got highly impressed by children section which gave us many new ideas. Everybody enjoyed this educational and recreational trip.

Presented by: "सूर्यकांत के निराले"

REPORT 05/01/2013 (Saturday)

The session of the day tenth, of the in-service course begin at 9.00 A.M. assembly by "सूर्यकांत के निराले". A bus was arranged by our resource persons to make our journey comfortable and pleasant.

After taking breakfast and packed lunch, we started our journey at 11.00 A.M. Our first destination was Pinjore Gardens. The **Mugal Gardens** of Pinjore presently known as Yadavindra gardens, are the loveliest and oldest gardens of India laid out on 7 terraces which descend gradually in to distance. The history of this place Pinjore dates back to the

days of Mahabharata. It is said that Pandavas spotted this lovely place soon after their 12 years exile, which was known as 'Panchpurra'. The gardens in their present form were designed by Fidai Khan in the 17th century. Fidai Khan was an architect and trusted Lieutenant of Aurangzeb. The governor of Punjab when he visited this place and got fascinated by this place, so he planned the gardens. Here the whole group of ours was busy to capture the scenic beauty of the gardens through the eyes of cameras.

After taking lunch at Pinjore gardens we proceeded to holy temple of **Mansa Devi**. This temple was built by Maharaja Gopal Singh. The construction of the temple started in sanvat 1868 chaitra mas shukla paksh and was completed in sanvat 1872 chaitra mas shukla paksh. The renovation of this temple was done under the chairmanship of Jawala Prasad Vishisht in June 21, 1976. All of us visited the temple and worshipped Maa Mansa Devi in their own way.

Our next destination was **Rock Garden**, a fantasy created by Sh. Nek Chand and dedicated to the spirit of creativity. Sh. Nek Chand, an employee of PWD, Chandigarh administration started collecting stones and debris from the villages of near by Chandigarh in 1958 and started working alone secretly. He created approx. 2000 statues up to 1972 when garden discovered its existence. In 1976 it was officially inaugurated and got grant from the Govt. in 1980. Mr, Nek Chand was awarded Padam Shri in 1983 by the then Prime Minister Smt. Indira Gandhi. The making of Chandigarh provided the site, opportunity and material for Nek Chand's own creation. Without Chandigarh there would be no Rock Garden.

Our last destination of the day was **Sukhna lake**; a pride of city beautiful Chandigarh. The city Chandigarh is known as the city of peace with communal harmony, cultural diversity, rejection of violence, resolution of conflict and reconciliation of differences with freedom of expression.

We all were in a jubilant and vibrant mood when reached back in the evening. We are really thankful to our resource persons and course Director Smt AP Bhalla, who made our day wonderful.

Presented by: Literetti

REPORT 06/01/2013 (Sunday)

The session of the day eleventh, of the in-service course begin at 9.00 A.M.assembly by **Literetti**

Morning session started with a interactive course coordinator **Ameeta K** PGT Chem ZIET gave a presentation on road safety which is observed from 01-01-13 to 07-01-13. This presentation was full of illustrations and animated pictures that made all of us aware that accidents are due to our carelessness and …. Causative in nature and not the will of God.

Pre lunch session resumed with **Hands on session e-Granthalaya** at computer lab of KV, Sector -31, Chandigarh. All of us were divided into groups consisting two participants in each group with one set of computer. The modules for practice session were searching of a password, all fields of cataloguing and circulation.

All of us were engrossed in the practical training and were curiously learning and solving our problems by interacting with each other.

Presented by: Literetti

REPORT 07/01/2013 (Monday)

The session of the day twelfth, of the in-service course begin at 9.00 A.M.assembly by **Literetti**
Morning session started with star giving ceremony and hands on session started discussing the **Admin module of e-granthalaya** in detail. Participants enjoyed the full session with enthusiastic participation with their groups.
Pre lunch session resumed with **open interactive session** on stock verification, Issue register, life of books, condemnation, write off and acquiring guides and refreshers in library. Decision was mutually taken that library policy should be followed strictly for the smooth circulation of library stock.
Post lunch session continued with practical application of different fields of **admin module.**
In last session the day ended with a discussion on organizational graph and infrastructure of ZIET library.

Presented by: Literetti

REPORT 08/01/2013 (Tuesday)

The session of the day thirteenth of the in-service course begin at 9.00 A.M. assembly by **Literetti.**
Morning session started with star giving ceremony and hands on session started discussing the **Circulation module of e-Granthalaya** in detail. Participants discussed the each and every minute field with full concentration.

Pre lunch session resumed with **open interactive session on** different problems related to reservation and renewal of book, generation of user bar code and updating the revision of e-Granthalaya . Practical session gave integrated approach to each user to perform these jobs quickly without losing time.
Post lunch session continued with practical application of different fields of **Restoration of database and manual installation of e-Granthalaya.**
In last session the day ended with a sending overdue reminder to the users, creating sub category of user.

Presented by: Literetti

REPORT 09/01/2013 (Wednesday)

The session of the day fourteenth of the in-service course begin at 9.00 A.M.assembly by "नीलमणी"

Morning session started with star giving ceremony and hands on session started discussing the **Serial Module of e-Granthalaya** in detail. This module cannot be completed unless and until its followed step by step. Participants discussed the each and every minute field with full concentration.

Pre lunch session resumed with **open interactive session on** different problems related to generating approval and automatic scheduling of loose issues, controlling the missing issues. Discussion led to promotional approach to participants practical solutions to their queries.

Post lunch session continued with practical application of different fields of **Serials module of e-Granthalaya .**In last session the day ended with practice on add bound volumes and holdings and history management

Presented by: "नीलमणी"

REPORT 10/01/2013 (Thursday)

The session of the day fifteenth of the in-service course begin at 9.00 A.M. assembly by "नीलमणी"

Morning session started with star giving ceremony and hands on session started discussing the **Search module of e-Granthalaya** in detail. This module cannot be completed unless and until the data status is fields properly. Participants discussed the each and every minute field with full concentration.

Pre lunch session resumed with **open interactive session on** different problems related to advanced search, basic search and accession register. Hands on session provided participants practical solutions to their queries.

Post lunch session continued with practical application of different fields of **Search module of e-Granthalaya .**In last session the day ended with practice on utilization of different modules for Current awareness services and selective dissemination services.

Presented by: "नीलमणी"

REPORT 11/01/2013 (Friday)

The session of the day sixteenth of the in-service course begin at 9.00 A.M. assembly by "नीलमणी"

Morning session started with star giving ceremony and hands on session started discussing the **Data merger facility in e-Granthalaya** . This module provides the functional appreciation of distributing the works among any number of PC's and merging it with easy click. It gave Participants managerial right to handle the software.

Pre lunch session resumed with **open interactive session on** different problems related to data merger from different database name and how to manually change the database name for merging two or more data files. Hands on session provided easy steps of solutions to their queries.
Post lunch session continued with practical application of different fields of **Data merging in e-Granthalaya .**In last session the day ended with the feedback from the participants regarding hands on session of e- Granthalaya software through mid test under the tight invigilation of team of resource persons .

Presented by: "नीलमणी"

REPORT 12/01/2013 (Saturday)

The session of the day seventeenth of the in-service course begin at 9.00 am assembly by "नीलमणी".The first session was taken by **Mr Sunil Saini,** Resource Person ZIET Chandigarh on the topic **Web Online Public Access Catalouge** which enhances participants view regarding its usage in the modern era for dissemination of information to out keen users.

Before the lunch break **Mr.Keshav Ram Sharma** gave demonstration on **Challenges and solutions for pleasure reading** which gave participant a new view to problems faced by them for incasing the reading habits in today's volcanic emergence of information retrieval resources. .

The third session continued with the **Ms. Ranjeeta Soni** on the topic **Bar Coding** which creates enormous queries in the mind of its user and implementer .She interrelated the use of it for library housekeeping jobs and defined its functional proficiencies. After the tea break he continued the session with demonstration by **Mrs. Shalini Trivedi** on **RFID technology and its application in the school library.** She explained about its beneficial effects with regard tracing of books and use stock verification.

In last session the day ended with a group activity on the topic **How to make silence in library .**Groups gave different examples of the said topic and enjoyed the session.

Presented by: "नीलमणी"

REPORT 13/01/2013 (Sunday)

The session of the day eighteenth of the in-service course begin at 9.00 A.M. assembly by "रंगानाथन के सपूत".The first session was taken by **Mr.Kalika Prasad,** Associate Director ,ZIET Chandigarh gave demonstration on **Guidance and Counselling** it provided participants a creative approach on the interactive usage of their knowledge for guiding the students of 10^{th} and 12^{th} classes.

Before the lunch break the lecture by **Mr. G.S. Sethi, Assistant ,** ZIET, Chandigarh on the topic **Office Procedures** which elaborated the different problems faced by all the participant during their day to day routine of library jobs.

The third session continued with demonstration by **Mr. Rajesh** on **current awareness services.** He explained about its usage for prompt services to its user After the tea break the session continued with lecture by **Mr. G.D.Gupta** on the topic **E- resources**. This was very informatory session which provided the participant's knowledge about the different electronic resources available in the universe of knowledge to librarians for giving CAS services.

In last session the day ended with a group activity of presenting layout of ZIET library set up. Participant display gave very creative and demonstrative models of library.

Presented by: "रंगानाथन के सपूत"

REPORT 14/01/2013 (Monday)

The session of the day nineteenth of the in-service course begin at 9.00 A.M. assembly by "रंगानाथन के सपूत".The first session was taken by **Mrs. A.P.Bhalla,** Director ,ZIET Chandigarh on the topic **Annual Library activity plan,** which makes librarian ready to work on blue print predesigned schedule e.g. like some special days observed in any month like Swami Vivekananda Birth anniversary .

Before the lunch break the lecture by **Mrs. Sunita Gosain,PGT Hindi ,** ZIET, Chandigarh on the topic **Rajbhasha ,**which made the participant aware about the basic Hindi vocabulary use for their day to day routine of library jobs.

The forth session continued with demonstration by **Mrs. Sangeeta** on **NTSE.** She explained about the different competitive exams available for the students to have opportunity of different scholarship schemes available for their further career up gradation by NCERT.

The tea break the session continued with lecture by **Ms.Kanchan Bala** on the topic **Biomatrix** .This was very informatory session which provided the participant's knowledge about the technology which secures their data from theft and piracy.

The last session demonstrated the lectures given by **Mr.Umakant Tripathi** on the topic **entroid applications** and **Mr. Kishanpal Singh** on the topic **know your library.**

Presented by: "रंगानाथन के सपूत"

REPORT 15/01/2013 (Tuesday)

The session of the day twentieth of the in-service course begin at 9.00 A.M. assembly by "रंगानाथन के सपूत".The first session was taken by **Mr Sunil Saini,** Resource Person in-service course on the topic **Right to Information .** It made the participant aware about the different rules and regulations of government.

Before the lunch break the lecture was given by **Ms. Ranjeeta Soni** deliverd a lecture on the topic of **Application of Bar code technology in the library** before lunch break the session continued with a lecture by **Mrs. Anita Dhiman ,** on the topic **Class Library** which promoted the participants to achieve maximum use of library books.

The forth session continued with a **Post Test** for participants based on the lectures delivered during the whole in-service course, under the invigilation of the resource person's team.

After tea break the session continued with **Exhibition**. In which all the groups displayed their exhibits with decorative and attractive manner.

The last session was devoted cultural activities, which enjoyed by all the participant with their integrated cultural performances to make the day very joyful.

Presented by: "रंगानाथन के सपूत"

REPORT 16/01/2013 (Wednesday)

The session of the twenty first day of the in-service course begin at 9.00 A.M., assembly by "रंगानाथन के सपूत".The first session was taken by **Mrs. A.P.Bhalla** Director ZIET, Chandigarh on the topic **Life Skills.**

Before the lunch break the a very interactive session with course Director .

The forth session continued with Feed back and impressions

In last session was valideiction

Presented by: "रंगानाथन के सपूत"

Mrs. Aruna Prem Bhalla
Course Director
ZIET, Chandigarh

DEVELOPMENT OF READING HABIT AMONG *C*HILDREN

The greatest gift is the passion for reading. It is cheap, it consoles, it distracts, it excites, it gives you knowledge of the world and experiences of the wide kind. It is a moral illumination." **- ELIZABETH HARDWICK**

Reading enables us to acquire knowledge to build different attitudes and life skills. It is a basic tool of education. The term "Reading habit" refers to the behaviour which expresses the likeness of reading. Reading is one of the fundamental sources of language building and it develops the necessary literary skills. For some reading can be a passion but for some it may be a hobby. Whatever the case may be reading in itself a great skill, though there is no hard and fast rule to develop this habit and every one develops it with his/her own way.

DISTRACTIONS:

In an era when everything is moving with such a rapid pace there are many distractions which hamper the development of this great skill. Internet, television, instant messaging and computer games are the prime examples of such distractions. There are four pillars who can contribute greatly in the improvement of the reading habit. These are parents, teachers, librarian and the individual himself/herself.

ROLE OF PARENTS

Parents play the most important role in the development of reading skill. They are the first one who introduces them to the world of books. Though there can be no schedule specific manner to develop reading habit, gradual exposure to the world of text can generate interest among children towards reading. Reading the newspaper, acting out favourite scenes from a book, carrying book with you whenever you go out, offering books as a reward for achieving are some such moves. But the thumb rule is: Parents who want their children to be good readers should become readers themselves.

ROLE OF A TEACHER

In early stages of life children try to imitate and emulate their teachers most. It is therefore, essential for a good teacher to be a voracious reader. Teacher should encourage students by giving them preliminary information about the books he/she has read and should present that basic information of the book in such a way that the narrative arouses the curiosity of the children. After every lesson providing a list of suggested books on the very topic can be a good stimulus.

ROLE OF A LIBRARIAN

The key attribute of a librarian is that he/she should be an avid reader himself/herself. Then only can he generate interest among the students about the books. Secondly, a librarian should be approachable to the children and ought to have a cordial relationship with children. He/she should

be well aware of the library and should try to maintain the library in an attractive manner. Book reviews and note making should be regular features of the daily routine of the librarians. Celebration of library week, reading day and other such celebrations enhance the curiosity of the children. With the advent of technology and Internet, digital library can play a crucial role in this field.

ROLE OF THE CHILD

In an era when everyone seems to be in a hurry, parents and teachers should motivate their children to spare some time everyday and read something. Children should be motivated to prepare their own list of books and should mark them after reading. They should be discouraged to use Internet and watch TV. If the child has keen interest in using Internet, blogging about the book he/she has read can be a good tool to maintain the zeal of the child towards the books. A family reading day can be an excellent stimulus towards book reading. Summer Reading Programmes can also be of great help if conducted with zeal and purpose.

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Mrs. Aruna Prem Bhalla
Course Director
ZIET, Chandigarh

CODE OF CONDUCT

The provision of the CSS (conduct) rules shall apply mutatis mutandis to all the employees of the Kendriya Vidyalaya Sangathan. In addition to this, the following code of conduct shall also be applicable to teacher .violation of these shall to make an employee liable for action under the CSS (CCA) rules,1965

Every teacher shall, by precept an example , instill in the minds of the pupils of the entrusted to his care, love for the motherland

Every teacher shall, by precept an example ,in calculate in the minds of his pupils respect for law and order

Every teacher shall organize and promote all the school activities which foster a feeling of universal brotherhood amongst the pupils .

Every teacher shall, by precept an example ,promote tolerance for all religions amongst his pupils

No teacher shall be member of any political party or carry on activities either openly or in camera in support of any such party .he shall have also not have any association with either any political party or organization which has been declared by the Sangathan to be carrying out its activities against the aims ,objects and functions of Kendriya Vidyalaya Sangathan.

The teacher shall always be on alert to see that his pupils do not take active part in politics

No teacher shall be a member of state of central legislature .he shall resign his job before contesting for election as a candidate.

Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive of his pupils the principles of co-operation and social service.

Every teacher shall cooperative with and secure the cooperation of other person in all activities which aim at the improvement of the moral ,mental and physical well-being of pupils

Every teacher shall be strictly impartial in his relations with all his pupils. he shall be sympathetic and helpful particularly to the slow learner

Every teacher shall be a learner throughout his life not only enriches his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it mythological and vigilantly, eschewing all extraneous considerations.

Every teacher shall regard each individual pupils as capable of unique development and to taking his due place in the society , and help him to be creative as well as cooperative

Every teacher shall be temperate and sober in his habits .He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.

Every teacher shall be an exemplary moral character .his dealing with the members of the opposite sex in the Vidyalaya of outside ,shall not be such as would cause reflection on his character or bring this credit to the Vidyalayas .

Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.

Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself in his students.

No teacher shall indulge in or encourage any form of malpractice connected with examination of other school activities.

Confidential matters relating to the institution and the department shall not be divulged by any teacher.

No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.

Every teacher shall be clean and trim. He shall not be casual and informal, while on duty .His dress shell be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at a he hands of students and his colleagues.

Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the principal. He shall realize that he is a member of team and shall help in developing a corporate life in the school.

Every teacher shall abide by the rule and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instruction issued to him by the superior authority.

Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.

No teacher shall prepare or publish any text-book or keys or assist directly or in directly in their preparation or use such publication without obtaining prior approval of the Sangathan.

NO teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.

No teacher shall apply for any for an assignment or job outside the sangathan directly. He shall invariably forward his application through proper channel.

No teacher shall present his grievances, if any except through proper channel,nor will he canvass for any non- official or outside influence or support in respect of any matter pertaining to his service in Vidyalaya.

Every teacher shall consider Vidyalaya property and funds as if placed in trust with him any shall exercise the same with prudence and care as he would do in respect of his own property or funds.

No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil ,parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of CCS(Conduct) Rule ,1964.

No teacher shall, except with the previous sanction of the Sangathan , give any talk on the radio , publish any statement or document either in his own name or anonymously ,pseudonymously or in the name of any other person , which has the effect of an adverse criticism of any current or recent policy or action of the central Government or a state Government , or which is capable of embarrassing the relations between the central Government and a state Government or between the central Government and the Government of any foreign State.

No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution or other collections in cash or in kind in pursuance of any object, whatsoever.

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Mrs. Aruna Prem Bhalla
Course Director
ZIET, Chandigarh

PREVENTION OF HIV AND AIDS

Human immunodeficiency virus (**HIV**) is a lent virus (a member of the retrovirus family) that causes *acquired immunodeficiency syndrome* (AIDS) a condition in humans in which progressive failure of the immune system allows life-threatening opportunistic infections and cancers to thrive. HIV infects vital cells in the human immune system such as helper T cells (specifically $CD4^+$ T cells), macrophages, and dendritic cells.[3] HIV infection leads to low levels of $CD4^+$ T cells through three main mechanisms: First, direct viral killing of infected cells; second, increased rates of apoptosis in infected cells; and third, killing of infected $CD4^+$ T cells by CD8 cytotoxic lymphocytes that recognize infected cells. When $CD4^+$ T cell numbers decline below a critical level, cell-mediated immunity is lost, and the body becomes progressively more susceptible to opportunistic infections.

HIV AND AIDS PREVALENCE

HIV AND AIDS PREVALENCE IN INDIA

Age group	**HIV prevalence (%)**		
	Male	**Female**	**Total**
15-19	0.01	0.07	0.04
20-24	0.19	0.17	0.18
25-29	0.43	0.28	0.35
30-34	0.64	0.45	0.54
35-39	0.53	0.23	0.37
40-44	0.41	0.19	0.30
45-49	0.48	0.17	0.33
Total age 15-49	0.36	0.22	0.28

Percentage HIV Positive in the Age Group 15-49			
State	**Women**	**Men**	**Women and Men**
	Percentage HIV positive	Percentage HIV positive	Percentage HIV positive
Andhra Pradesh	0.75	1.22	0.97
Karnataka	0.54	0.85	0.69
Maharashtra	0.48	0.77	0.62
Manipur	0.76	1.59	1.13
Tamil Nadu	0.39	0.27	0.34
Uttar Pradesh	0.05	0.10	0.07

1. Women are at higher risk of HIV infection, although current statistics may not indicate the same. This is more due to women's inaccessibility to health services as well as to testing services.
Knowledge of HIV transmission, prevention, treatment and care is important to reduce risk of transmission and spread of the infection, and decrease the stigma and discrimination associated with HIV/AIDS, which becomes double discrimination, in the case of women.
2. Adolescents need the support of their family and friends to enable them to adopt safe and responsible behaviors to prevent HIV infection.Family members, particularly parents should create a supportive environment so that adolescents can share their concerns with them. As peers have an important influence on the behavior of adolescents; parents and teachers should be aware of the friends that adolescents interact with.
3. Empowered with complete, accurate and age appropriate information and skills; adolescents can adopt safe and responsible behaviors and decrease the risk of HIV infection. Adolescents have a right to information and services to prevent new infections.
Schools can play an important role in HIV prevention.

Vulnerability of women to HIV

Women in our country and reportedly worldwide, are known not to actively seek health services for them. This is due to a variety of reasons, such as low priority to one's own health, being too busy with household chores with little time for health needs. Furthermore, the society does not

place a high value on women's health and well-being. As a result, family resources are not distributed in their favor. This leads to further neglect of women's health that put them at a higher risk of several diseases and infections, including HIV .
Biologically also, women are more vulnerable to acquire HIV infection. It should not be assumed that HIV is transmitted only in certain 'high risk groups' (such as sex workers or intravenous drug users). Women from diverse socio-economic backgrounds are being detected with the infection, which further emphasizes the point, that it's not the groups that are "risky" but rather the behaviors that people adopt that would put them at risk of infection.

SIGNS AND SYMPTOMS

When HIV infection progresses to AIDS, many people begin to suffer from fatigue, diarrhea, nausea, vomiting, fever, chills, night sweats, and even *wasting syndrome* at late stages. Many of the signs and symptoms of AIDS come from opportunistic infections which occur in patients with a damaged immune system.

- Chills
- Rash
- Night sweats
- Muscle aches
- Sore throat
- Fatigue
- Swollen *lymph nodes*
- Ulcers in the mouth

STAGES OF HIV AIDS

STAGE 1- PRIMARY

Short, flu-like illness - occurs one to six weeks after infection no symptoms at all, Infected person can infect other people.

STAGE 2- ASYMPTOMATIC

Lasts for an average of ten years. This stage is free from symptoms there may be swollen glands the level of HIV in the blood drops to very low levels, HIV antibodies are detectable in the blood

STAGE 3- SYMPTOMATIC

The symptoms are mild and the immune system deteriorates Emergence of opportunistic infections and cancers.

STAGE 4 – HIV AIDS

The immune system weakens and the illnesses become more severe leading to an AIDS diagnosis.

MODES OF TRANSMISSION

- Through Body Fluids
- Blood products
- Semen
- Vaginal fluids
- Breast Milk

- Through IV Drug Use
- Sharing Needles Without sterilization
- Sexual Intercourse

AGENCIES HELPING TO COMBAT AIDS AND HELPING PEOPLE TO LIVE THEIR LIVES WITH DIGNITY

- NACO
- UNAIDS
- NORA
- ICASO
- NATIONAL MINORITY AIDS COUNCIL
- UNAIDS
- INTERNATIONAL COUNCIL OF AIDS SERVICE ORGANIZATIONS

Prevention Of HIV-AIDS

Prevention is always better than cure. This principle holds a phenomenal significance when it comes to HIV/AIDS. AIDS is one such disease that does not have any permanent cure. Available treatment options are only effective in reducing the symptoms associated with the disease. In such scenario, it is important to have adequate protection so that you do not get the infection.

Preventive measures for persons who are HIV-negative

1. It is important to understand all details pertaining to HIV and the way it is transmitted from person to person. One should also have an idea about various symptoms associated with AIDS.

2. Creating public awareness regarding HIV and AIDS by means of educational programs

3. Having a sexual pleasure with a stranger can be dangerous. One should never enter into any such an act. Make sure your partner is not infected with HIV. how to get Viagra without any prescription

4. One should never engage in unprotected sex. One should always use condoms. Latex condoms are more useful than those made of polyurethane.

5. A circumcision performed under a medical supervision can reduce the risk of an HIV infection.

6. HIV can also get transmitted through infected needles and other sharp instruments. Hence, it is always good to use a clean and sterilized needle while injecting drugs. New razor blades should be used while shaving.

7. Blood transfusion is another important mode of HIV transmission. Hence, it is always better to have blood that has been screened and is negative for HIV and other STIs.

Preventive measures for persons infected with HIV

1. The best preventive measure is to completely abstain from having sex. Always follow safe sex practices such as use of condoms and avoiding any oral or anal intercourse. Sexual devices used by HIV positive individuals should not be shared with others. By this way, one can prevent the spread of this disease to others.

2. One should never shares needles, syringes, razors, toothbrushes or blades with others. These items can become a potential source of transmission.

3. An HIV-positive individual should never donate blood or organs. Any such donation can cause the disease to spread to other individuals.

4. If the partner with whom an HIV-positive individual had sex is pregnant, it is always better to share with her the fact about your condition. An early treatment can help in preventing the disease within the woman as well as the child.

Aruna Prem Bhalla
Course Director
ZIET, Chandigarh

LIFE SKILLS

The 14 LIFE SKILLS are the day-to-day definition of the Lifelong Guideline of "Personal Best." The LIFESKILLS are the personal/ social parameters for everyone – students and adults

Frame work of LIFESKILLS

1. Thinking Skills
2. Social Skills
3. Negotiation Skills

THINKING SKILLS !

- Frame work Problem-Solving
- DECISION MAKING
- Critical Thinking
- CRATIVITY THINKING
- Flexibility
- PLANNING &GOAL SETTING
- Organization

SOCIAL SKILLS !

- Inter personal Relationships
- Effective communication
- Cooperation and Team work
- Empathy

NEGOTIATION SKILLS !

- Managing feelings/ Emotions
- Resisting Peer Pressure
- Consensus Building

STRESS MANAGEMENT

STRESS: Internal force or influence that we feel whenever we are faced with an opportunity, constraint or demand; which is uncertain and important**.**

IMMEDIATE RESPONSE TO STRESS

BRAIN: Dulls body's sense of pain thinking & memory improves

EYES: Pupils dilate for better vision

LUNGS: Take more oxygen

LIVER: Converts glycogen to glucose

HEART: Change in habits

ADRENAL GLANDS:

- Secretes fight or flight hormone (adrenaline)

SPLEEN:

- Flow out more rbcs to carry more oxygen

INTESTINES:

- Digestion halts allowing more energy to body muscles

HAIR:

- Body hair become erect

+VE STRESS:

- Increase motivation
- Sense of challenge
- More attentive
- A sense of purpose and goal
- Better performance

-VE STRESS

HIGH LEVEL STRESS

- For long time
- Triggered frequently
- Unable to relax
- Become exhausted
- Not alert and focussed

SYMPTOMS OF STRESS

- Emotional- anger, irritation, panic, guilt, futility
- Disruption of thought process
- Health problems
- Change in habits

CHRONIC STRESSORS

- Self-imposed pressures
- Unfulfilled needs & desires
- Problems of daily life
- Excessive demands
- Lack of job satisfaction
- Fear of the future
- Imbalance between work & home
- Concern for loved ones
- Unfulfilled relationships
- ill health

IMPACT OF CHRONIC STRESS

PERFORMANCE: Indecision, delay error , absenteeism, lethargy, low-productivity

BEHAVIOURAL: Smoking/drinking, nail- biting, drumming fingers, accidents

PSYCOLOGICAL: Anxiety, fear, anger, sleeplessness, depression, suicide

PSYCOSOMATIC: Diabetes, ulcer, asthma, hypertension, peptic, constipation, migraine, tension etc.

HOW TO IMPROVE? Ways to cope with Stress

Sh.Kalika Prasad
Vice Principal & Ass.Director.

STRESS MANAGEMENT

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- **LIVER: Converts glycogen to glucose**
- **HEART: Change in habits**
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  - **Secretes fight or flight hormone (adrenaline)**
- **SPLEEN:**
  - **Flow out more rbcs to carry more oxygen**
- **INTESTINES:**
  - **Digestion halts allowing more energy to body muscles**
- **HAIR: Body hair become erect**
-

+VE STRESS

- **Increase motivation**
- **Sense of challenge**
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- **Unfulfilled relationships**
- **ill health**

IMPACT OF CHRONIC STRESS

- **PERFORMANCE: Indecision, delay error , absenteeism, lethargy, low-productivity**
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- **PSYCOSOMATIC: Diabetes, ulcer, asthma, hypertension, peptic, constipation, migraine, tension etc.**

HOW TO IMPROVE? Ways to cope with Stress

- **Sustaining physical well-being.**
- **Develop emotional maturity.**
- **Adopt positive attitude in life.**
- **Meditation.**

VIDYALAYA GUIDENCE AND COUNSELING MANUAL

What is Guidance?

Guidance is an integral part of education and inseparable part of life. Teachers have given guidance to their students, parents to their children, friends to their peers and so on from time immemorial. In the Gurukul system of Education, it was the Gurus who had taken care of the guidance function and in the present system of Schooling it is the responsibility of teachers and trained per

What is counseling?

Counseling as helping relationship that includes (a) someone seeking help, (b) someone willing to give help who is (c) capable of or trained to help, (d) in a setting that permits help to be given and received.

Guidance distinguished from "Counseling":

Sl. No.	Name of the mental health professional	Qualification and training	Whom do they deal with
1	Guidance Teacher	PRT/TGT/PGT + Short Term Orientation / Training in Guidance	Normal students requiring help in academics, and other minor problems.
2	School Counselors	Working Teachers with under/ Post Graduate degree either in Education / Psychology + 6 years teaching experience + 1 year / 9 month PG Diploma in G&C obtained as in-house, regular course of study.	Normal students, Students with slight behavior deviation
3	Psychotherapists	M.A./M.Sc. (Psychology) + One year in-house training in Psychotherapy	Children and others with behavioral deviations.
4	Counseling Psychologist	M.A./M.Sc. (Psychology) + One year in-house training in Counseling Psychology.	Both normal and behavioral deviant cases.
5	Clinical Psychologist	M.A./M.Sc. (Psychology) + Three year in-house training in Clinical Psychology	Abnormal cases
6	Psychiatrist	M.B.B.S. + Two year post Graduate Degree in Psychiatry	Abnormal cases requiring surgical interventions.

S.NO	GUIDANCE	COUNSELLING
1	Guidance is a field of study dealing with the service function of education.	Counseling is one of services under Guidance program.
2	Guidance can be provided in group settings.	*Counseling is provided in one to one, face-to-face situations.
3	Guidance also refers to help provided to individuals for making informed choices.	Counseling is given only when one seeks it.

Aims and objectives of Guidance Service

Need and Importance of Guidance and Counseling

- ***Guidance for self-understanding***
- ***Guidance for making informed educational choices:***
- ***Guidance for career development****:*
- ***Guidance for academic/vocational choice making*:**
- ***Guidance for adjustment***
- ***Guidance for integrated personality development***
- ***Guidance compensates family inadequacies****:*

Some Example of National Sources:

1. ment and Training, Shram Shakti Bhawan, New Delhi.
2. Department of education, MHRD, Shastri Bhawan, New Delhi.
3. NCERT, Sri Aurobindo Marg, New Delhi-16
4. University Grants Commission, New Delhi.
5. Association of Indian University, New Delhi.

Sustaining physical well-being.

SUNIL SAINI
Librarian &
Resource Person

Library Automation in Academic Libraries: Catalogue Module of E-Granthalaya

The progress of library automation such as management issues, resources available with the libraries, level of skill of staff, availability of suitable software, geographic location area are very important for automation of library. The areas in which automation has taken place and why and things are changing for the better as library automation in academic libraries is now being regarded as an urgent need.

INTRODUCTION:

The history of library automation is sufficiently old now. It started in early fifties in the Untied States of America. The landmark was the initiation of MARC project by the Library of Congress.

1. FACTORS RESPONSIBLE FOR AUTOMATION IN ACADEMIC LIBRARIES

There are several reasons which can be cited for this difference. Some of them are :

- Attitude and awareness of the management.
- Attitude and awareness of the Users specially faculty.
- Resources available
- Non-availability of suitable software:
- Level and skill of staff
- Geographical locations

The following are the areas where computer are being used at present.

- Catalogue
- Circulation
- Acquisition
- Serial control
- Intranet
- Internet
- Online Public Access Catalogue (OPACs)

All these areas can be covered by e- granthalya framed by NIC. In the catalogue module of this software the books can be catalogued in Retro conversion format and full catalogue format. This module is used to add rest of the data elements in the cataloguing records to generate full catalogue records. The additional data elements constitute the foundation of the Cataloguing Code being used by the library. Besides, in this module many other utilities have been provided to update / refine / complete the three main type of records:-

NOTE: This module can also be used to enter the BOOKS DETAILS DIRECTLY without using BOOKS

Acquisition Module.

Cataloguing Record (Catalogue Details of the Title)

Acquisition Record (Purchasing Details of the Title)
Holding Record (Copy / Accession Details of each copy of the Title)

This module consists of the following menu:-
1. Retro Conversion - Used to enter the data of existing collection of the library direct / short-cut method
2. Full Catalog - Used to add additional data elements in the records
3. Change Copy Status - Used to change the status of the Copy of a title
4. Update Holding Info- Used to update/modify the Holding Records
5. Status Wise Collection- Used to view the status wise collection of the library
6. Stock Verification - Stock Verification Process
7. Bar Code Labels - Generate Bar Code labels

1. Retro-Conversion
This form is used to add book records (Catalogue Details and Holdings Data) for the existing Collection / new books directly without using ACQUISITION Module. It means that the Retro Conversion utility is the short cut where you can add the data in a single form in one go. This utility is very useful to save the time of the library staff where they can add the books data direct avoiding the various steps required in the ACQUISITION module.
This form is used for the following work:-

- Add New Catalogue / Holdings Records of the Books and monographs
- Display the Catalog Record in the form either by typing the Cat Number in the CAT NUMBER field (if cat no is known) or by searching the desired catalog record using SEARCH button available on the form
- EDIT the data after display of the record
- DELETE the Holdings Records and then Catalog Record
- PRINT the Record details

NOTE: Catalogue Record of any book may also be downloaded from Internet using this form. For downloading the catalogue record, click the OPTION button on the top of the screen with red color with “Download Record from Internet” and then the ISBN no in the text box and press GO button. In case, record downloaded, then SAVE the Record.
Add Holdings/Copies Record
After saving Catalogue Record, a unique CAT NUMBER will be generated automatically and follow a message „ Do you want to Add Holding/Copy Record”..press Yes..then you will type the copy data in the bottom part of the screen. SAVE Holding button to save the copy record.

- Delete the Catalogue Record
- Display the desired Catalogue Record by typing the Cat Number in the CAT NO filed.
- Press the DELETE button and confirm the deletion by pressing YES button.

2. CHANGE COPY STATUS
This form is used to change the STATUS of the copy of a title. There are various status of the copies in a library such as Available, Issued, Damaged, Lost, Withdrawn, etc. These status are first added in the master table of the STATUS in the database using “Status of the Books” menu under the

SYSTEM DATA in ADMIN module. The details has been given in the manual under the ADMIN module.

3. STATUS WISE COLLECTION

This form can be used to view or generate the report of the collection in a library depending on the STATUS of the copies such as Issued, Lost, damaged, etc. On this form no up-dation is required. To search the library collection status wise, follow the steps:-

Ref:- 1.User Manual of E-Granthalaya

2. inflibnet.ac.in/.

SUNIL SAINI
LIBRARIAN &
RESOURSE PERSON

CIRCULATION CONTROL: LIBRARY AUTOMATION

Introduction:- Library interest in automated circulation control is, in large part, based on a long-standing awareness of the problems inherent in manual circulation systems. These problems include labor-intensive and time- consuming recordkeeping work routines, inaccuracy, high personnel turnover, an inability to generate statistics about circulation activity, and the lack of an interface between circulation files and other library files which contain much the same bibliographic data. Circulation control is one of the most widely automated library operations, and it is often the first and simplest activity to be automated in a given library, possibly because circulation control systems bear an obvious resem- blance to inventory management, retail charge card operations, and other transaction processing activities which have been successfully automated in general business applications.

While specific circulation policies and procedures may be subject to considerable local variation, the major component of circulation .

This function of library depends upon the suitable software like E-Granthalaya.

Circulation Module -

This module is used to automate the Circulation Desk activities and services such as making membership, issue and return of the documents, generating overdue reminders, etc. The module permission can be set using the USER form under ADMIN module.

There are various menu under this module which are given below:-

Add Groups/Faculties/Division (User Categories) of the Parent organization

Add Designations / Sub-Categories

Add Membership Record for every Member

Issue / Reserve

Return / Renew

View Circulation Transactions

Generate Over due notice NIC e-Granthalaya User Manual For eG3 users only NIC

1. Add User Categories (GROPUPS / FACULTIES / DIVISIONS)

Search / View the Groups / Faculties / Divisions

This form is used to add/edit/delete/view/print all the Groups or Faculties or Divisions exist in the Parent organization to which library is serving. In case of Government libraries, divisions, in case of Academic libraries, Faculties are the main elements which can be added here.

On first screen load, all the existing records will be shown in the Data Grid as in the above screen. These records can be retrieved/filtered further using the text fields visible on the screen and pressing the RETRIEVE button.

.

2. Add Member Sub-Categories (DESIGNATIONS)

In an organization, there may be various designations and categories of the members which can be entered here.

Display/Retrieve Records

The existing records in this form can be viewed in the Data Grid on accessing the form. To access the form, first click the "Designations/Categories" menu from the CIRCULATION module.

3. ISSUE AND RESERVE

This form can be used to issue the library documents to the library members entered using the member form in the current module. The process of ***Issue and Reser***ve is similar and is very important for a library. Before issuing the book, please verify the identity of the library members.

The form can be accessed by selecting the "Issue/Reserve" menu from the CIRCULATION module. Three kinds of documents can be issued on this form i.e. Books, Loose Issues, Bar Code given on the form. On first access, following screen will appear:- ices of the library using Web OPAC, then library needs to CREATE a member Password. For create/reset the password, pr

4. RETURN AND RENEW

This form is used to "Return" the Issued documents. To hook the form, click the menu "***Issue / Return***" from ***CIRCULATION*** module, a blank form will appear which you can use for Return of the documents ess EDIT button to edit the member record and press RESET PASSWORD button. Enter the password and SAVE it and mail/inform the member his/her password.

5. VIEW CIRCULATION TRANSACTIONS

This form is used to ***view the circulation transaction done in the library***. The circulation Transactions shows the details of various kinds about the transaction. The transactions can be filtered based on various inputs available on the screen as given below:-

- Based on Materials Type
- Accession No (in case of Books/bound Journals) and Loose Issue ID
- Library Member
- Library Staff
- Book Circulation Status wise (Issued/Returned/Reserved)
- Designation/Categories wise
- Group wise
- Date Wise

- in various Combinations

6. **GENERATE OVER DUE NOTICE**

This form is used to generate the “Over Due Notice” or “Reminder” to the library member to request them to return the books in the Library. The Over due notice will be generated to the individual member, one by one, however, the overdue books can be seen.

Ref:- 1.User Manual of E-Granthalaya
2. inflibnet.ac.in/

Compiled By- SUNIL SAINI (Resource Person)

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SUNIL SAINI
LIBRARIAN & RESOURSE PERSON

LIBRARY POLICY 2012

Equipping the learners for 21st century

A library is not a building stacked with books – it is a repository and source of information and ideas, a place for learning and enquiry, and for the generation of thought and the creation of new knowledge."

–National Knowledge Commission, 2005

RESOURCES

New library policy 2012

Components Of The Library Budget

The main components of the budget plan should include allocations for,

New resources (books, periodicals, newspapers, multimedia, digital documents, etc.)

Stationery and administrative materials (registers, files, etc)

Budget Formula –

The total library budget for a year= Rs 150/- per student OR minimum Rs 1,50000/- for a 2 section school+ Rs 250/- per teacher.

The upper ceiling of Rs 2.5 lakhs.

Besides the core collection, other general books put together should be at the rate of 5 books per student subject to a minimum of 1500 books for newly opened schools . This collection should be well thought out.

Old library policy

Besides the core collection, other general books put together should be at the rate of 5 books per student subject to a minimum of 1500 books for newly opened schools . This collection should be well thought out.

Library activities and promotional materials (competitions, events, awards, newsletters, user guides, posters, brochures, etc.)

LOCATION-

New library policy 2012

The library should be located strategically and have adequate space to accommodate all its resources –

Central location, on the ground floor if possible .

Accessibility and proximity, being close to all teaching areas .

Noise factors, with at least some parts of the library free from external noise .

Appropriate and sufficient light, both through windows and artificial light .

Old library policy

There should be comfortable seating arrangement with proper lighting in the library.

New library policy 2012

Walls and furniture shall be painted with attractive, non reflective and eye/reading friendly shades.

Provision for maintaining appropriate room temperature (e.g. air-conditioning, heating) to ensure good working conditions all around the year as well as the preservation of the collections.

Appropriate design to meet the special needs of differently abled library users.

Old library policy

There should be comfortable seating arrangement with proper lighting in the library

Green Library –

The concept of Green libraries or sustainable libraries are based on minimizing the negative impact the library building will have on the local environment and reducing the use of water and energy by designing in a way that maximizes the use of natural and renewable resources.

Furniture and Equipment -

Furniture

- Chairs: wooden and cushioned
- Reading tables: round/rectangular wooden tables which can accommodate maximum 4/6 chairs
- Librarian's table
- Circulation counter : designed as per the requirements
- Book shelves: wooden, open shelves
- Shelf for keeping library records
- Book supports: metal/wooden
- Book trolley
- Periodical display rack: with pigeon holes to keep back volumes
- New arrival display stand (rotating/stand alone models)
- Newspaper stand
- Bulletin boards
- Ready reference shelf
- Computer furniture (carrels)
- Property counter CD racks: lockable
- Suggestion box
- There should be comfortable seating
- arrangement with proper lighting in the library.

EQUIPMENT

Computer systems of latest configuration .**At least 5 in Nos**

Laser Printer (to carry all printing tasks in the library)

Bar-code Printer (for printing bar-code labels)

Bar-code Reader (for reading the bar-code labels during circulation)

Scanner (for preparing digital documents)

CD/DVD/Blue Ray readers and writers attached to the computer systems (for installing/ reading multimedia discs)

External hard drive (for keeping daily back-up)
Photocopier (copies of the documents can be provided on payment)
Audio systems: head phones to listen audio books, and multimedia C
Public addressing systems: speakers, amplifier, mikes, etc (to organize skill development sessions and events and activities.
E-Readers (for downloading and reading e-books)
Not specifically mentioned in the old library policy.

COLLECTION DEVELOPMENT POLICY

- A Book / Periodical/Multimedia Selection Sub-Committee would be formed by including the subject teachers as well as student representatives.
- A minimum library discount of 10 % on the price of the books shall be demanded .
- If needed, books can also be procured from online book stores, provided they follow the general purchase criteria (ordering, billing, discounts) and with the permission of the Committee

No provision for Online books purchasing in the old library policy.

Multimedia

- Library should develop a representative collection of multimedia in different formats (Data discs, Audio CDs. Video CDs, DVDs).
- *Children's multimedia CD/DVDs*
- *Children's Films (CD/DVDs)*.
- *Curriculum based CD/DVDs.*
- *General multimedia reference CD/DVDs.*
- *Documentaries*
- *Open source software programmes/resources*
- *Feature Films*

No collection of multimedia provision in the old library policy.

Digital/web resources --
The library would provide access to digital/web resources through Internet facilities, digital library and E-readers.
Digital Library -**Greenstone Digital Library software** developed by UNESCO shall be used for creating the collection.

E-contents : www.econtentmag.com

Web directories : http://www.greatdirectories.org/

E-books : www.free-ebooks.net

STAFFING (As per new library policy)

The role of the School Librarian –

The librarian's main role will be to contribute to the mission and goals of the school including the evaluation procedures and to develop and implement those of the school library.

The role of the Library Assistant –

The role of the person in this position will be to assist staff and students in the use of Library resources and equipment and performs routine clerical and maintenance duties related to the operation of the library.

Renaming --

The designation of librarian in a Kendriya Vidyalaya is proposed to be renamed as **"Teacher -librarian**" (TL).

Library Media Centre: The Library in a Kendriya Vidyalaya is proposed to be renamed as **"Library Media Centre**" (LMC).

LIBRARY AUTOMATION

Library automation may be defined as the application of computers to perform some of the traditional library housekeeping activities such as acquisition, circulation, cataloguing, stock verification, serials control . Automation is a process of using the machineries for easily working and saving the human power and time. administrative work, acquisition, cataloguing, circulation, serial control, OPAC etc works are done under library automation.

"When we use machines for collection, processing, storage and retrieval of information and do any other work of library with the help of machines, it is called library automation."

This work is to be done in the kendriya vidyalaya libraries with the help of e –granthalaya software designed by NIC GOVT. OF . INDIA.

HOW TO START AUTOMATION

Technical processing (retro conversion) of the existing stock shall be **out sourced.** This one time process would be done through locally available data- entry operators under the supervision of the librarian. Once the present stock is converted, librarian should undertake the technical processing of the new stock as and when it is accessed.

Not mentioned in previous library policy

OPAC --An **Online Public Access Catalogue (OPAC)** should be maintained for searching the library catalogue. A web-OPAC shall also be developed to provide remote access to the catalogue through Internet.

Management of multimedia –
After stock entry in to the Multimedia Accession Register and the software, the multimedia CD/DVDs with cases should be kept attractively in lockable CD racks/holders with proper stamp marks and labels.

Binding –
The binding work of the important and damaged books shall be carried out by outside binders every year.

NOT MENTIONED IN OLD LIBRARY POLICY ABOUT ARRANGEMENT PERIODS
Each section will have **two library periods per week**. Classes VI to XII will go to the library during this period. However, the arrangement for library period may differ from school to school depending on the number of sections per class.

The librarian shall be excluded from being allotted library/arrangement periods in the first and last periods.

Class Libraries –
For Primary classes **(1 to V)**, class libraries should be set up. These libraries will be under the charge of **class teachers**.

Colour coding of Books for Class libraries -The classified class libraries (class I- V) books should be pasted with coloured slips on the spine for easy identification and shelving

Junior Library-
An attractively designed and child friendly junior library shall be setup in the primary section of the Vidyalaya.

Departmental Libraries –
Departmental libraries shall be developed in Senior Secondary level under the charge of the **senior most PGTs** of each subject.

ISSUE OF BOOKS FOR HOME USE
Each student would be issued two books at a time for a period of ***two weeks***. Staff members, including Principal, would be issued maximum five books at a time for a maximum period of ***one month***.
Periodicals may be issued **for a week** only. However, it must be ensured that **at least two previous issues are available** in the library.
Multimedia CD/DVDs shall be issued to **teachers only** to use within the school campus to avoid copyright violations and misuse.
.

Library Blog–
The library shall create its own blog through which it can collect, organize and disseminate online resources useful for students and teachers effectively. **The library blog will act as a digital interface to the library**.
http://librarykvpattom.wordpress.com
http://kviiplibrarynetwork.wordpress.com

Reader's Club -A well organized and active Reader's club helps to achieve the objective of the library i.e. Promoting reading habits.

Annual Library Activity Plan (ALAP)--

The library should have an annual activity plan. In the beginning of the academic session, the library committee will chart out the activities/programmes with proposed dates and expected outcome.

LIBRARY ADVOCACY-

The Librarian may take initiatives to develop a library advocacy network which consists of teachers, parents, alumni, administrators, media persons and students. The network members will act as library advocates in an informal way and spread library's importance and usefulness.

MONITORING AND EVALUATION

Librarian's Diary –

The librarian should maintain the diary and submit it before the Principal on a monthly basis. Format of the Librarian's diary is given as **Appendix VI.**

INDEX . No

HEADING

1. Code of Conduct for Teachers
2. Resume of the Librarian
3. Academic and Non academic responsibilities
4. Details of the In-service courses attended
5. Transfer details
6. Library Time Table
7. Details of the Library Budget
8. Quarterly Library Statistics (as per the Library Policy)
9. List of Periodicals and Newspapers
10. Class-wise Information Literacy Syllabus
11. List of Library Committee Members
12. List of Reader's Club Committee Members
13. Record of Library Committee Meetings
14. Record of Reader's Club Committee Meetings
15. Annual Library Activity Plan (ALAP)
16. Monthly Class-wise Lesson Plan (as per the Information Literacy syllabus)
17. Monthly Library Activities
18. Quarterly Reader's Club Activities
19. Month-wise details of Library Technical/Managerial works done.
20. Details of projects/innovations/experiments
21. Details of collaborative learning activities with teachers and students
22. List of professional reading, done by the Librarian
23. Details of work done, other than as a Library professional

24. Record of CL/CCL/HPL availed

LIBRARY MONITORING TOOLS

The effectiveness of the library shall be assessed by evaluating the following documentary tools.

1) Student's book issue cards
2) Staff book issue register
3) Periodicals issue register
4) Multimedia issue register
5) Class library book issue register
6) Internet/Computer usage register
7) Library Committee register
8) Reader's Club register
9) Suggestion book

Conclusion

The Policy tries to equip today's learners with multiple literacy skills and make them ready for the challenges of 21st century through the creation of dynamic and active library media centers.

Made by : Sunil Saini, (Librarian)
Surjeet Singh Negi (Librarian)
Presented by : Menaxi Jain (Principal, KV IIP)

References

*www.**cbse**.nic.in/**LIBRARY**-1-99.pdf*
http://grou.ps/kvlibrarians
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www.kvsangathan.nic.in
http://mendozavhm.edu.glogster.com/indian-hill-high-school-library-media-center

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SUNIL SAINI
LIBRARIAN &RESOURSE PERSON

ONLINE PUBLIC ACCESS CATALOGUE

Catalogues of an increasing number of libraries are now available for searching online.These are known as Online Public Access Catalogues (OPACs). Such OPACs may be searched from a terminal within the originating library or at a terminal elsewhere in the organization or remotely via national or international telecommunication networks. Obviously, searching a library catalogue at a distance marks a notable development in the **use** of library catalogues.

OPAC allows rapid retrieval and post coordinated Retrieval. Post coordinated retrieval allows a user to define interactively search specifications that precisely describe the information being sought.

OPAC and Library Automation

Libraries progressed in automation by automating the house keeping procedures, i.e., acquisition, circulation control, serials control, etc. However, integrating (linking) these activities is much more beneficial. Thus, it is possible to link the catalogue to the circulation file so that not only it is possible to know whether a book is in the collection of a particular library, but also whether it is available on the shelf or on loan at a particular time. In organisations where LAN/ lntranet is implemented, it is possible for the user to search OPAC from the workplace rather than by a visit to the library. The linking of these networks to national and possibly international networks creates the possibility of searching the catalogue from far places.

Retrieval;-

There is a growing similarity between the second generation OPAC and traditional Information Retrieval (IR) system. Many developments In IR systems have led to developments in OPAC.

However, we can differentiate the OPAC and 1R system as shown in the following table:

LIMITATIONS OF OPAC

- Despite the increasing use of **OPACs** now a days, there are many limitations of OPACs. These are listed below:
- Do not provide sufficient assistance in translation of the query terms into the vocabulary used in the catalogue.
- Do not provide online thesaurus aids useful for subject focusing /identifying terms that are broader or narrower than the topic of search.
- Do not automatically assist the user by providing alternative formulation of the search statement when the initial approach fails.

- Do not lead the searcher from successful free text search terms (e.g. title words) to the come specific subject headings or class numbers assigned to a broader range of related materials.
- Do not provide sufficient information in the retrieved.

Ref:- 1. Marcella, Rita & Newton, Robert. A manual of classification. Grover publications,

2. SUCHIKA ver I.@User' s guide. DESIWC, Delhi, 1996-97.

SUNIL SAINI
LIBRARIAN & RESOURSE PERSON

Right to Information: a fundamental human right

What is RTI Act 2005?
Central legislation
Grants access to information held by a public authority ,Flows from two fundamental rights enshrined in the Constitution:
Article 19-Freedom of speech and expression
Article 21-Right to life and liberty
Enacted: 15 June 2005 Enforced: 12 October 2005
What is information?
any material in any form:
records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material in any electronic form, information relating to any private body which can be accessed by a public authority
File notings: are accessible unless they fall under the exempted category [Section 2 (f), (i) and (j)]
What is a record?
a) Document, manuscript, file
b) Microfilm, microfiche, fax
c) Reproduction of film or images embodied in such a film
d) Any other material produced by a computer or other electronic devise
Right to information means the right to:
Inspect works, documents, records, Take notes, extracts, certified copies of documents and records,Take certified samples of material, Access information in the following forms:
printouts, diskettes, floppies, tapes, videocassettes and other electronic mode [Section 2 (j)]
Who can you demand information from?
Public Authority:
Any institution/authority/body of self-government established or constituted:
By or under the Constitution
By any law made by Parliament
By any law made by State Legislature
Body owned/controlled/substantially financed; NGO ,substantially financed by government [Section 2 (h)]
Electronic Management of Records
Every public authority shall –

maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated [Section 4 (1)]

Section 4: the spirit of RTI 2005

"It shall be the endeavour of every public authority…to provide as much information *suo moto* to the public at regular intervals through various means of communication…so that the public have minimum resort to the use of this Act to obtain information"

[**Section 4 (1)]**

Exempted Information

Section 8 of the Act deals with information that cannot be disclosed unless the larger public interest warrants the same Information dating to event/matter twenty years back shall be provided Public interest in disclosure overrides restricting that information.

PIOs: Who are they and what are their obligations?

Public Information Officers are designated in *every* public authority to provide information to requisitioners

Their Duties:

Respond to information requests

Render all reasonable assistance including reducing requisition in written format

If requested information is with another PA, the PIO will transfer the requisition within 5 days and inform the requisitioner immediately

[Section 6]

Duties of PIO

Respond to a requisition within 30 days,Provide information on payment of fee ,Reject the requisition with reasons ,If information concerns life or liberty of requisitioner, respond within 48 hours, If the PIO fails to do any of the above within 30 days, s/he shall be deemed to have refused the request

[Section 7]

When information is rejected:

The PIO will have to communicate to the applicant,the reasons for the rejection, The period within which the appeal should be made, Particulars of the appellate authority

[Section 7 (8)]

Can you ask for partial disclosure?

In case of providing partial access to information,Reasons,Names of PIOs who took the decision

[Section 10 (1)]

If information has been supplied by a third party/ third party treats the information as confidential, the PIO will:

Give a written notice to the third party within 5 days of date of request to make a representation

Third party will get 10 days to make a representation

[Section 11]

Penalty

The CIC/SCIC shall impose a penalty of Rs 250/- per day ,Total amount will not exceed Rs 25,000, Not furnishing information in 30 days, Misleading the applicant, Providing wrong information, Not publishing information suo motu, Not computerizing data and uploading on website.

[**Section 18]**

How do you request for information?

Keep the questions short and specific,Details of IOs now available on website u/s 4(1) (b) Duty of PA to ensure that the application reaches the correct PIO, No need to give reasons for making the requisition, No prescribed application format: some PAs have their own form but cannot enforce compliance

Fee that you have to pay: Central

Rs 10 has to be deposited along with the application form, Rs 2 has to be paid for every page of information sought, Actual cost price for any samples or models ,For inspection of records, no charge for the first hour: but a charge of Rs 5 for every 15 minutes thereafter Actual cost price for paper larger than A3 size, Rs 50 for information provided on a diskette For information in printed form, the price fixed for the publication.

Fee: Delhi

Requisition to be accompanied by Rs 10 payable by cash/demand draft/banker's cheque to the Accounts Officer, Rs 2 per page created or copied, Actual cost or price for models or samples, For inspection of records, no fee for the first hour; Rs 5 for each subsequent hour or fraction thereof, Rs 50 for information on diskette or floppy, For information in printed form, at price fixed for publication or Rs 2 per photocopied extract

Appeals Process:

Format

Documents

Procedure in deciding the appeal

Service of notice by the Commission

Personal presence of appellant/complainant

Order of the Commission

CCS focus: DTP and ICTs for RTI

Suggestions for *suo motu* disclosure of information to DoPT

Duty to Publish Index: 37 points of compliance

Movement towards suo motu disclosure:

Publish frequently requested information

Publish information that has been disclosed under the **RTI Act**

Mr. Sanjay Chauhan
PGT (Eng)
ZIET, Chandigarh

EFFECTIVE COMMUNICATION SKILLS

Define and understand communication and the communication process,
List and overcome the filters/barriers in a communication process
Practice active listening
Tips to improve verbal and nonverbal communication.

What is communication?

Communication is the Art of transmitting information, ideas and attitudes from one person to another .Communication is the process of meaningful interaction among human beings.

ITS ESSENCES

- Personal Process
- Occurs Between People
- Involves Change in Behavior
- Means to Influence Others
- Expression of Thoughts and Emotions Thoughts Words & Action.
- Tool for Controlling and Motivating People
- It's A Social and Emotional Process.

Types of communication

Downwards communication: highly directive, from senior to subordinates, to assign duties, give instruction, to inform to offer feedback, approval to highlight problems etc.

Upwards Communication: It is nondirective in nature from down below, to give feedback, to inform about progress/problems, seeking approval.

Lateral or Horizontal Communication: Among colleagues, peers at same level from information level for information sharing for coordination, to save time.

In modern business environment communication extends beyond beyond written or spoken words to listened word.

Visual dimension added by T.V., computers have given to new meaning to communication.

COMMUNICATION NETWORKS

Formal Network: Virtually vertical as per chain go command which the hierarchy.

Informal Network: Free move in any direction may skip formal chain of command. Likely to satisfy social and emotional needs also can facilitate task accomplishment.

Barriers to communication

- Noise
- Inappropriate medium
- Assumptions/Misconceptions
- Emotions

- Language differences
- Poor listening skill
- Distractions

Hearing vs. Listening

Hearing- Physical process, natural, passive

Listening- Physical as well as mental process, active, learned process, a skill.

VALUE OF LISTENING

- Listening to others is an elegant art.
- Good listening reflects courtesy and good manners.
- Listening carefully to the instructions of superiors improve competence and performance.
- The result of poor listening skill could be disastrous in business, employment and social relations.
- Good listening can eliminate a number of imaginary grievances of employees.
- Good listening skill can improve social relations and conversation.

Ameeta K
PGT Chemistry
ZIET Chandigarh.

ACTION RESEARCH

KVS is a pace setting institution, hence teachers should take lead in enriching their professional competencies and

There by contributing to the learner's potentiality.

- A true teacher / leader is not the person who knows the way,
- A true teacher / leader is not the person who shows the way,
- A true teacher / leader are the person who GOES the way.

An art Teacher wanted to make her students attain the competency of organising two dimensional spaces with suitable lines, strokes & colour tones.

As a first step she wanted to know how much variation is there in the learners' understanding after her demonstration in the class.

To find this out, she analysed & classified the works of the students on the basis of their competencies in lines / strokes / colour tones.

On the basis of the observations she drew up a plan, to make her students perfect the art of drawing lines / making strokes / selecting colour tones.

She formulated the various ways to improve each competency & wrote the tips on cards and in the follow on sessions put them before her. This reminded her of the plan.

Each day / session, a different card was in focus. She then continued recording the improvement of students and after a few weeks she found that each student was able to draw lines /make strokes / select colour tone as desired.

Action research is the process of systematically testing new ideas in the classroom or school, analyzing the results, and deciding to implement the new idea or begin the process again with another idea. Pin-Pointing the Problem

Diagnosing the causes of Problems
Formulation of Action Hypothesis
Designing the Action Plan
Implementation of the Action Plan

Purpose of Action Research

The purpose of Action Research is to make teachers reflect on their own teaching, which is an essential part of the teacher's Professional Development (Scion 1987, Calder head 1989)

Benefits of Action Research

Gives owner ship
Helps to move from practice to theory
Helps in solving problems
Empowers teachers
Helps in evaluating one's own Teaching

Action Research encourages a Teacher to be reflective of his own practice in order to enhance the quality of education for him / her and the pupils.

It is a powerful means of bridging the gap between the theory and practice of education, Teachers are encouraged to develop their own personal theories of education from their own practice

ACTION PLAN

- Pin-Pointing the Problem.
- Diagnosing the causes of Problems.
- Formulation of Action Hypothesis.
- Designing the Action Plan.
- Implementation of the Action Plan.
- Evaluation of the lesson plan.
- Identification of the plan.

CHANNELS AND AVENUE

KVS AWARD FOR INNOVATION AND EXPERIMENTATION IN TEACHING-
Teachers with two years of service may apply.

All tech aided Awards such as - Intel, Microsoft ITLA , NCERT , ICT Awards have a framework of Action research
NCERT Awards for School Innovation for whole school innovation/Action research

Ameeta K
PGT , Chemistry
ZIET-CHANDIGARH

Getting Started with Alice to further strengthen the e-initiatives of KVS.

"GSWA" is the progressive evolution from **ThinkQuest**

It is 3D programming environment created by Carnegie Mellon University and funded by Oracle

It provides teachers and students the opportunity to create their own stories and animation for use in educational projects.

It can also be treated as the first exposure to Java via simple drag and drop procedures.

Expected Objectives:

- Develop skills in animation, storytelling, creating short animated movies.
- Equip the teachers to use new innovative methods of teaching and learning in the classroom. It helps make concepts simple and fascinating to the learner.
- Encourages team work and collaboration.
- Engages the participants in visual thinking and fuelling creativity.
- The Alice interface facilitates problem solving and logical thinking.
- Instill interest to learn Java programming.

Use of Alice at School Level

The teachers can train their students on Alice and encourage them to create Alice worlds as a part of formative assessment.

As a result students progressively develop key ICT skills beginning with the use of spreadsheets and power point presentations and then evolving through animation and programming.

Since it is skill based, Alice has to be mastered step by step.

It is the supreme art of the teacher to awaken joy in creative expression and knowledge.
"Albert Einstein"

सुनीता गुसाइन

राजभाषा हिंदी

भारत के स्वतंत्रता संग्राम में हिंदी और अन्य भारतीय भाषाओं की महत्वपूर्ण भूमिका रही। वे भाषाएँ भारतीय स्वाधीनता के अभियान और आंदोलन को व्यापक जनाधार देते हुए लोकतंत्र की इस आधारभूत अवधारणा को संपुष्ट करतीं रहीं कि जब आज़ादी आएगी तो लोक-व्यवहार और राजकाज में भारतीय भाषाओं का प्रयोग होगा।

किसी राष्ट्र की पहचान भी उसके राष्ट्र ध्वज , राष्ट्रगान एवं राष्ट्रभाषा से ही होती है । भारत में हिंदी राष्ट्रभाषा और राजभाषा के रूप में सबसे अधिक स्वीकार की गई है |भारत की विविध प्रांतीय भाषाओं का अपना प्राचीन इतिहास और साहित्य है । प्रजातंत्रीय राष्ट्र में इन भाषाओं की स्थिति को अक्षुण्ण बनाए रखने आवश्यकता तो है ही , साथ ही एक ऐसी साझी भाषा का होना भी नितांत आवश्यक है जो अंतर -प्रांतीय संपर्क के लिए प्रयोग की जा सके । हिंदी देश के अधिकाश भागों में भारतीयों द्वारा बोली , समझी और लिखी जाने वाली भाषा है अतएव अधिसंख्य लोगों की भाषा होने के नाते हिंदी राष्ट्रभाषा के उद्देश्यों की पूर्ति करती है ।

है भव्य भारत ही हमारी मातृभूमि हरी भरी
हिंदी हमारी राष्ट्रभाषा और लिपि है नागरी
मैथिली शरण गुप्त

संविधान सभा ने 14सितंबर सन 1949के दिन मुंशी अयंगर के फार्मूले के आधार पर देवनागरी लिपि में लिखित हिंदी को भारत संघ की राजभाषा के रूप में स्वीकार किया और उससे संबंधित अन्य धाराएँ भी स्वीकार कीं । भारतीय अंकों के अंतर्राष्ट्रीय स्वरूप को अंकों के रूप में मान्यता दी गई ।

राजभाषा आयोग

राष्ट्रपति ने संविधान के अनुच्छेद (1) 344के तहत प्रदत्त शक्तियों का प्रयोग करते हुए 7जून , 1955 को श्री बाल गंगाधर खेर की अध्यक्षता में हिंदी के विकास एवं प्रयोग के संदर्भ में एक आयोग का गठन किया गया जिसे खेर आयोग कहा गया ।

संसदीय राजभाषा समिति

राजभाषा आयोग की सिफारिशों की जाँच करके उनपर अपनी राय का प्रतिवेदन राष्ट्रपति को प्रस्तुत करने के लिए संविधान के अनुच्छेद 344के खंड (4)के अनुसार सितंबर 1957में संसदीय भाषा समिति गठित की गई ।तत्कालीन गृहमंत्री श्री गोविंद बल्लभ पंत की अध्यक्षता में समिति ने सुझाव दिया कि अंग्रेज़ी को एक सहयोगी अथवा अतिरिक्त भाषा बनाया जाना चाहिए ।

राष्ट्रपति आदेश 1960

27अप्रैल, 1960को एक आदेश जारी किया गया । इस आदेश में शब्दावली निर्माण, केंद्रीय अधिनियमों , नियमों आदि के हिंदी अनुवाद तथा केंद्रीय अधिनियमों ,नियमों आदि के हिंदी अनुवाद तथा केंद्रीय सरकार के कर्मचारियों को हिंदी में प्रशिक्षित करने की व्यवस्था की गई थी ।

राजभाषा अधिनियम 1963

संविधान के लागु होने के साथ राजभाषा हिंदी के संदर्भ में यह व्यवस्था की गई थी कि 15 वर्षों तक अंग्रेज़ी का प्रयोग जारी रहेगा और इस दौरान हिंदी को लागु करने की पूरी व्यवस्था की जाएगी ।

जब यह अवधि समाप्त होने को आई तो 10मई 1963को राजभाषा अधिनियम 1963लाया गया ।

इसके अनुसार अंग्रेज़ी के प्रयोग की छूट दी गई कारण हिंदी को किसी पर थोपा नही जाएगा ।

इसमें यह भी सुनिश्चित किया गया कि कतिपय दस्तावेजों के लिए हिंदी तथा अंग्रेज़ी दोनों भाषाओं का प्रयोग किया जाएगा ।

राजभाषा संकल्प

वर्ष 1967में राजभाषा अधिनियम को संशोधित करने के बाद संसद के दोनों सदनों में एक संकल्प पारित किया गया जिसे राजभाषा संकल्प के नाम से जाना जाता है ।

इसमें यह निर्देश दिया गया है कि हिंदी के प्रचार एवं विकास की गति बढ़ाने के लिए तथा संघ के विभिन्न राजकीय प्रयोजनों के लिए उत्तरोत्तर प्रयोग के लिए भारत सरकार एक अधिक गहन एवं व्यापक कार्यक्रम तैयार करे और उसे कार्यान्वित करे ।

इस संकल्प में यह भी कहा गया कि हिंदी के साथ–साथ आठवीं अनुसूची में वर्णित अन्य भाषाओं के समन्वित विकास के लिए भारत सरकार ,राज्य सरकारों की मदद से एक कार्यक्रम तैयार करे और उसे कार्यान्वित करे ।

राजभाषा नियम 1976

नियम .5हिंदी में प्राप्त पत्रादि के उत्तर हिंदी में ही दिए जाएं ।

नियम .6राजभाषा अधिनियम, 1963की धारा (3)3के अन्तर्गत आने वाले कागजात द्विभाषी जारी हो रहे हैं, यह सुनिश्चित करना उस अधिकारी का दायित्व है जो उन पर हस्ताक्षर कर रहे हैं ।

नियम) .7क (कोई कर्मचारी आवेदन,अपील या अभ्यावेदन हिंदी या अंग्रेजी में कर सकता है ।

)ख (ऐसा आवेदन, अपील, अभ्यावेदन अगर हिंदी में हो या उस पर हस्ताक्षर हिंदी में हो तो उसका उत्तर हिंदी में ही दिया जाएगा।

नियम .12अनुपालन का उत्तरदायित्व -

1. केंद्रीय सरकार के प्रत्येक कार्यालय के प्रशासनिक प्रधान का यह उत्तरदायित्व है कि वहः

)क (यह सुनश्चित करे कि अधिनियम और इन नियमों के उपबंधों का समुचित रूप से अनुपालन

हो रहा है और

)ख (इस प्रयोजन के लिए उपयुक्त और प्रभावकारी जांच के लिए उपाय किए गए हैं।

2. केंद्रीय सरकार अधिनियम और इन नियमों के उपबन्धों के सम्यक् अनुपालन के लिए अपने

कर्मचारियों और कार्यालयों को समय समय पर आवश्यक निदेश जारी कर सकती है ।

हिंदी बोले और लिखे जाने के प्राधान्य के आधार पर देश के राज्यों /संघ राज्यों के तीन क्षेत्र

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Web 2.0 Tools for Libraries

Web 2.0-The term "Web 2.0" was coined by O'Reilly Media at a conference in 2004 and it has become the mechanism to refer to the next generation web. Rather than just a static repository for data, the web has become a platform for applications and the enabler for on -line participation, collaboration, harnessing collective intelligence and more.
The key concepts are participation and dynamic interaction. Web 2.0 basically refers to the transition from static HTML Web pages to a more dynamic Web that is more organized and is based on serving Web applications to users. Other improved functionality of Web 2.0 includes open communication with an emphasis on Web-based communities of users, and more open sharing of information. Over time Web 2.0 has been used more as a marketing term rather than as a computer-science-based term. Blogs, Wikis, and Web services are all seen as components of Web 2.0.

Weblog -The term web-log, or blog, was coined by Jorn Barger in 1997 .A blog, short for Web log, is a powerful two-way Web-based communication tool. A blog is a Web site where people can enter their thoughts, ideas, suggestions, and comments. Blog entries, also known as blog posts, are made in journal style and are usually displayed in reverse chronological order.
The term weblog refers to a web page containing brief, chronologically arranged items of information. weblogs are 'personal websites, usually maintained by an individual, constantly updated with new information, personal experiences, analysis, hyperlinks and commentary'.
Different types of blogs: Personal blogs, Political blogs, Business blogs, Media' blogs, Use of Web Blog in Libraries A blog, therefore, can be a very useful tool for communicating new ideas and thoughts to a large number of people quickly. From the academic library perspective, a blog can be used to broadcast useful information to faculty and students in any specific subject areas or it can be geared toward a general audience within the university community.

Wikis- A wiki is a simple yet powerful Web-based content-management system for creating and editing content. It lets anyone add a new article or revise an existing article through a Web browser. Users can also track changes made to an article. The term Wiki is derived from the Hawaiian word wikiwiki, which means fast or quick. The first Wiki was

created by Ward Cunnigham in 1995. The user-generated online encyclopedia Wikipedia is a Wiki.

Wiki pages have an edit button displayed on the screen and the user can click on this to access an easy-to-use online editing tool to change or even delete the contents of the page in question. Simple, hypertext-style linking between pages is used to create a navigable set of pages.

RSS- Rich Site Summary (originally RDF Site Summary, often dubbed Really Simple Syndication) is a family of web feed formats used to publish frequently updated works—such as blog entries, news headlines, audio, and video—in a standardized format.

RSS document (which is called a "feed", "web feed", or "channel") includes full or summarized text, plus metadata such as publishing dates and authorship.

RSS feeds can be read using software called an "RSS reader", "feed reader", or "aggregator", which can be web-based, desktop-based, or mobile-device-based.

Microbloging- Microblogging is a broadcast medium in the form of blogging. A microblog differs from a traditional blog in that its content is typically smaller in both actual and aggregate file size. Microblogs "allow users to exchange small elements of content such as short sentences, individual images, or video links". These small messages are sometimes called microposts.

Microblogs a new form of communication in which users can describe their current status in short posts via mobile phones, email or the Web.

Social Book Marking- Social bookmarking is a method for Internet users to organize, store, manage and search for bookmarks of resources online. Many online bookmark management services have launched since 1996; Delicious, founded in 2003, popularized the terms "social bookmarking" and "tagging". Tagging is a significant feature of social bookmarking systems, enabling users to organize their bookmarks in flexible ways and develop shared vocabularies known as folksonomies.

Social Networking-Social networking is a kind of application which helps interconnection amongst users. Making social friends, sharing pictures, messaging, writing comments, etc.

A social networking site is an online place where a user can create a profile and build a personal network that connects him or her to other users.

Communities with a common interest/topic develop and evolve through the use of these sites.

MySpace , Facebook , Bebo, LinkedIn.

Podcast- A podcast is a type of digital media consisting of an episodic series of audio, video, PDF, or ePub files subscribed to and downloaded through web syndication or streamed online to a computer or mobile device. The word is

a neologism derived from "broadcast" and "pod" from the success of the iPod, as podcasts are often listened to on portable media players.

Instant messaging (IM) is a form of communication over the Internet, that offers an instant transmission of text-based messages from sender to receiver.
Instant Messaging is a form of real-time communication between two or more people based on typed text.

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Use RFID Technologies in Libraries

WHAT IS RFID: RFID = Radio Frequency Identification. An ADC (Automated Data Collection) technology that uses radio-frequency waves to transfer data between a reader and a movable item to identify, categorize, track. Is fast and does not require physical sight or contact between reader/scanner and the tagged item. Performs the operation using low cost components.

Attempts to provide unique identification and backend integration that allows for wide range of applications. Other ADC technologies: Bar codes, OCR.

History: In 1969, Mario Cardullo presented a RFID business plan to investors. The application areas include: Transportation: automotive vehicle identification, automatic toll system, license plate, Banking: electronic check book, electronic credit card. Security: personnel identification, automatic gates. Medical: identification, patient history

HOW DOES RFID WORK?

RFID COMPONENTS: TAG: An RFID *tag* is a device that can store and transmit data to a reader in a contact less manner using radio waves.

TYPES OF TAGS: Passive: do not have internal power supplies and rely on the RFID reader to transmit data. A small electrical current is received through radio waves by the RFID antenna, and power the CMOS just enough to transmit a response.

Semi-passive: have an internal power supply, but they do not broadcast a signal until the RFID reader transmits one first. **Active** RFID tags broadcast their signal to the reader, and are typically more reliable and accurate than passive RFID tags**READER:** An RFID reader can read from and write data to compatible RFID tags. A reader thus doubles up as a writer. The act of writing the tag data by a reader is called *creating* a tag.

Different types of readers are: Read only Reader: Read-Write Reader.

MAIN COMPONENTS OF A READER : Transmitter, Receiver, Microprocessor, Memory, interface, Power.

ANTENNA: The antenna transmits an electromagnetic field, which activates the tag.

The antenna also receives the data from the tag and sends it to the reader.

Tags also require an antenna to transmit the information to the reader and to receive information from the reader if it is a rewritable tag.

Some reader the antenna is inbuilt.

COMPONENTS OF RFID (CONT.): Middleware: RFID Middleware is a software layer that connects data coming in from tags and readers, to the library management system.

Middleware provides a stable interface between RFID hardware operation and flow of data elements such as memberships number, name of student, ID number.

Server: A server is the heart of an RFID application system, It is the communication getaways among the various component's of the system. It receives the information from one or more of The readers and exchanges information with the library databases.

WHY RFID FOR LIBRARY? Fastest, easiest, most efficient way to track, locate & manage library materials. Efficient Book circulation management, Automatic Check-in and Check-out , Library inventory tracking in minutes instead of hours, Multiple books can be read simultaneously

Unique ID of the RFID tag prevents counterfeiting, Automated material handling using conveyor & sorting systems

RFID BENEFITS LIBRARIEs: Stock management: Operations such as managing material on the shelves, identifying missing & miss-shelved items are streamlined and taking stocks regularly will be feasible

Improved patron services: Spending minimal time on circulation operations allows library staff to assist patrons. Routine patron services are not disturbed even when libraries are facing staff shortages & budget cuts .

Flexibility and modularity: Ability to add newer products and features as finances and customer needs dictate.

Security: Library item identification & security bit is combined into a single tag, thereby eliminating the need to attach an additional security strip

RFID BENEFITS : LIBRARY STAFF, Less time needed for circulation operations: RFID will considerably reduce the amount of time required to issue, receive, transport, sort & shelve library materials

Efficient Inventory management: Inventory management can be done using a handheld reader without closing the library and is at least 20 times faster compared to existing barcode based system.

Reducing Repetitive Stress Injuries (RSI): RFID based system reduces repetitive scanning of individual items at the circulation desk during check in, check out and hence avoids RSI such as carpal tunnel syndrome. Taking inventory in a rfid based system doesn't require physical DE shelving & shelving of library materials.

RFID Benefits Patrons: Patrons will spend less time waiting in check-out lines by using Self Check in - Check out systems. Patrons find what they are looking for quickly & easily

Reminders for due dates allows patrons to submit borrowed materials in time Use of book drops & return chutes for returning library material, allows for flexible timings. RFID enabled patron cards allows for easy patron identification

DISADVANTAGES OF RFID FOR LIBRARIES: There are also significant disadvantages for libraries.

RFID technology is expensive. RFID tags are not easily hidden, and are easily removed from books. RFID tags are easily shielded by mylar, aluminum foil, or even a gum wrapper. This would make it quite easy to walk out of a library with a library item.

WORK FLOW OF RFID IN LIBRARY: WORKING OF RFID: A radio device called a *tag* is attached to the object that needs to be identified. When this tagged object is presented in front of a suitable RFID reader, the tag transmits this data to the reader (via the reader antenna). The reader then reads the data and has the capability to forward it over suitable communication channels. This application can then use this unique data to identify the object presented to the reader. It can then perform a variety of actions

TAGGING: Benefits of RFID tags over bar code / magnetic stripe : Faster scanning of the data stored on the RFID tag. Simple and easy way for patrons to self-checking for material loans and returns. Superior detection rates. Significantly reduce the number of false alarms at the exit sensors (up to 75% less). High speed inventory - reducing time to by staff for 'shelf-reading' and other inventory activities. Automated return of materials that speeds up sorting of materials and re-shelving for the next patron to access. A longer lifecycle than a barcode.

Staff Engaged in RFID Tagging: SELF - *CHECK SYSTEM [IN AND OUT]:* Self Check system offers complete Automated Check In and Check out for the library materials.

Components : RFID Integrated reader, Workstation, *SELF - CHECK SYSTEM [IN AND OUT]:*

Issue of Books : Identify Borrower (Patron) with smart card read, Select option – Issue option in ILS

Now put books to be issued on table. RFID Reader Reads the tags of the books & updates record in MIS & receipt can be printed. The RFID tag in the book is set on quiet as a result no alarm will go off at the EAS gates.

Return of Books : Patron identifies herself, Choose Return option and then put stack of books on the reader. RFID Reader reads the tags & if correct, updates in borrower data and generates receipt. If the books are taken through the EAS gate now, an alarm would sound.

Self Check in/Check Out System: **KEY BENEFITS OF SELF CHECK SYSTEM To Librarian :** Speeds up book check-in / check-out, Frees staff to better service patrons, Better space planning

To Patrons : Easy to use: books can be read in any orientation, Reduces queuing time.Provides patron privacy, Encourages patrons to come back .

SHELF MANAGEMENT SYSTEM: Makes locating and identifying items on the shelves an easy task for librarians. It comprises basically of a **Portable UHF Reader with memory and a base station.** The solution is designed to cover three main requirements : Search for individual books requested, Stock verification, Search for books which are Mis-shelved.

USING THE DIGITAL LIBRARY ASSISTANT: THEFT DETECTION SYSTEM: The RFID EAS Gate is the anti-theft part of the RFID Library. Each lane is able to track items of 5 meters or more and would trigger the alarm with flash lights when Patron passes through gate with an un-borrowed item. Detect EAS Armed RFID tags Multi-item detection.

Benefits : Single technology is required for both inventory and theft management of the library. Library staff is alerted immediately when un-borrowed items passes through the theft detection gates. Theft are minimized, Number of patrons passing through the gate is captured by a counter on the gates.

RFID GATES: BOOK DROP STATION: The Book Drop station can be located anywhere within or outside the library. This offers unprecedented flexibility and convenience of returning library items at anytime of the day, even when the library is closed. Patron inserts the library item into the slot. The reader captures the electronic signature and sends to backend system for loan cancellation. Patron is acknowledged by beeping sound and flashlight, Patron's record is updated immediately.

BOOK DROP STATION: printing patron card. **Components:** Card Printer (Double Side printing)

Digital Webcam, Mid Range RFID Reader/Writer.Capture, Edit & Printing Software

KEY BENEFITS: Double Side Card Printing will set librarian print patron card without changing side of card. Library can make patron card in quick way and without patron to bring their own photo. It is best way to serve patron. Connect to Integrated Library System Directly

LIBRARY BOOK SORTER: It uses RFID tags in the books to instantly 'discharge' books from user's accounts, and then place them in the appropriate 'bin' based on the book's location on the shelves.

CONCLUSION: RFID is a proven technology, It will achieve significant business efficiencies for reasonable cost, Expected that costs will come down much, It's the future of libraries and by adopting it now you will reap maximum benefits.

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E – Resources and web technology

The talk was focused on the use of Social Media in promoting the library services and the electronic services available. Library can now offer classes on networking with social media and social media integration and they are getting popular in western world to be in touch with the patron. Various e resources were explained which could be more beneficial to the students and the teachers of the school ranging grade 1-12. Various sites for downloading e-books, in multimedia format, were also explained.

Different application available of the web using web technology was also explained and how this application can be useful in promoting library services. How one can create virtual library by using the different e resources available in public domain was also explained and how one can use those in their respective schools. Other latest concepts i.e., cloud computing and other web application which one can use was also explained.

The link to the blog is
http://tscslchd.blogspot.in/

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Automation

Minimum or No human effort, Self driven (auto), Intuitive, User friendly operation,Cost effective (in the long run), Maximize output, Accuracy, Reliability, Software.
Software: A software is set of instructions which are executed by the computer.
Software is a general term for the various kinds of programs used to operate computers and related devices. (The term hardware describes the physical aspects of computers and related devices).
Software: Types: Application Software: designed to solve or address while keeping in mind the needs and problems of end users. Eg. Railways, hospitals, libraries.
System Software: System software is responsible for controlling, integrating, and managing the individual hardware components of a computer system.
An Integrated Library System (ILS), also known as a Library Management System (LMS), is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, patrons registration and who have borrowed book and non-book resources from the Library.
Objectives: Objectives of Library Automation, To improve the level of service and quality of output, To fulfill needs that cannot be achieved by manual system.
Sharing of resources: Information that appears only in electronic format (e.g. CD-ROM, Internet resources, databases, etc.
Need & Purpose: ***Need and Purpose of Library Automation:*** Self Survival in the New Environment: Use their computer literacy in the library environment. If the library does not go for automation it is felt that it will not be able to cope with this new generation of users.
The application of computer in libraries thus hopes to make a positive change towards this end.
Need and Purpose of Library Automation: Speeding up the Operation, The use of computer almost invariably speeds up the flow of work within the system. New books, reports and other materials can therefore be released sooner to the waiting reader. One time data entry (integrated), Reduces duplication of the efforts or work, Faster searching, Save time of the library staff and the user, Fulfills all the 5 laws of library science, Need and Purpose of Library Automation, Accuracy and Reliability, Increases the accuracy of files and records, Processing rules may be standardized, Error detection and deletion, Reliability, Budget Saving, the unit operating cost is less than that of a non-automated library, Budget

Saving, More transactions, Lower unit cost, reduce the human action, Save physical space, Cost on the stationary items. Simultaneous and Decentralization Access, Multiple users can access the same information sources or database. Real time status of books is out on loan or in reserve, Reservation requests, Storage, Retrieval and Protection of Information, Libraries are a growing organization.

to handle the space problem of a library, More information in less space, Storage, Retrieval and Protection of Information, The retrieved information: relevant, fast and specific, It will make the ease and economy of producing, Distributing multiple copies of cataloguing files. (union catalogue), Exception Reporting and New Services, automatically provides overdue notice, follow up notice, etc, The use of computer will also help us to provide new services such as CAS / SDI, special purpose catalogue, new holding announcement service, etc, Automatic Statistics Generation, generate different kinds of statistics and reports within a minute itself, It will improve the control over the whole system.

OPAC: An Online Public Access Catalogue (OPAC or simply Library Catalogue) is an online database of materials held by a library or group of libraries, Users search a library catalog principally to locate books and other material physically located at a library.

Stock Taking: Stock taking is an inspection to check what is in the stock in relation to what it should be. In this process the current file is compared with the inventory file (the old list of documents possessed by the library) and the unmatched records in the inventory files are listed out.

Stock Taking: This list constitutes the untraceable or lost document. Automation helps in stock taking, which is otherwise a cumbersome business.

Resource Sharing: Resource sharing among libraries demands library automation as the minimum requirement.

Areas of Library Automation: Automation of library functions, Use of electronic resources within the library (e.g. CD-ROMs), Accessing remote electronic resources (e.g. the Internet) Office automation (e.g. word-processing, spreadsheets, databases, etc.). Patron services (e.g. computer laboratory, multimedia center). An ILS is usually comprised of a relational database and software to interact with that database, Each patron and item has a unique ID in the database that allows the ILS to track its activity. No two patrons can have the same ID, hence the database will not allow such entry into the ILS. Most Isles' separate software functions into discrete programs called modules, each of them integrated with a unified interface. Examples of modules might include: Automation Costs, Planning and consulting costs, Purchase of the system, hardware, and software, Purchase of network-specific hardware, software, and cabling

Internet connection costs, Automation Costs, Conversion of manual records into machine-readable form, Access, and subscriptions where appropriate, to external databases and systems, Ongoing operating costs, Maintenance of system hardware and software.

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Sh.Pawan Kumar Sharma
Principal , JNV
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PERSONALITY DEVELOPMENT AND SELF CONFIDENCE BUILDING

IDENTIFYING & UNDERSTANDING ONESELF, DEVELOPING A POSITIVE ATTITUDE, AND ACHIEVING SUCCESS, DEVELOPING TIME MANAGEMENT, MANAGING YOURSELF.

Self Knowledge is the beginning of self improvement: TAKE YOUR PROBLEMS AS YOURS, IT WILL GIVE YOU STRENGTH YOU ARE THE ONLY ONE WHO CAN USE YOUR ABILITY WHICH IS YOUR MOST IMPORTANT RESPONSIBILITY NO BODY CAN INSULT YOU WITHOUT YOUR PERMISSION, EVERY THING STARTS WITH YOU AND ENDS WITH YOU, WINNERS, DO NOT QUIT AND QUITERS, DO NOT WIN, WHAT LIES BEHIND US, AND WHAT LIES BEFORE US ARE TINY MATTERS AS COMPARED TO, WHAT LIES WITHIN USMANAGING ONE SELF AND THE STUDENTS.

MANAGING TIME, MANAGING STRESS-

TIME MANAGEMENT: Without Time Management, nothing is possible, with Time Management all things are possible. Time is the most precious possession of the human race. Time does not wait for anybody who so ever is a person either a manager or a worker. One who kills time, kills his and his company progresses.

People say time is money but there is no dearth who waste time. Time is the passport to achievement. You have that passport in your hand right now, will you make most of it or will you waste years of your life. In life quality pays not the quantity, so do not over stuff your life. Do things before they become important. Do important things before they become urgent. Do urgent things before they become emergencies. Urgency addiction is a self-destructive behaviours.

For Saving Organisational Time—Determine what you have to do and what others can do for you. Do not turn discussions into arguments. Never pile up your work Avoid Reversing Decisions.

STRESS MANAGEMENT: Manage the prevailing situations and stress stands eradicated. Stress leads to confusion, conflict, annoyance irritation and strain. Stress is more at present as compared to past due to urbanization, industrialization, mechanization, luxuries has become necessities, People have overstuffed their live. Organisational stress due to role conflict, role ambiguity, overburdened role, feeling of inequality, lack of soft and professional leadership and absence of group cohesiveness in family friends and professional circle.

Some time employees are under stress due to long and unsociable working hours, poor status and pay, delayed promotion and frequent transfer. Uncertainty and job insecurity and family problems.
You can never be zero stress individual because you are ambitious, busy and responsible. Learn to manage stress by-learn to love whether you do, when you cannot change, people around you better change yourself. Don't fight for storing more and more things in your life enjoy what you have, then always remember simple is always powerful but complicated things always week.

RELATIONSHIP MANAGEMENT AND ART OF HUMAN ENGINEERING: All of us should know how to manage human beings who has to manage the organizations. Take care the worries of the employees they will take care of your organizational problems. Money environment and compliments given to employees never go waste it is going to pay you sooner or later. Loose any thing but never loose good employees. Always remember cheap employees are expensive employees. Smart salaries makes employee smart.
You can not have everything in one person adopt the Rotten Apple Approach. You cannot expect people to do what you are not doing yourself. Always remember that speed of the boss is the speed of the team. Employees are carbon copies of their officers and managements. Every thing comes from top to bottom.
MANAGING STRESS: You are Ambitious, You Are Busy, You Are Responsible, Are you A Zero Stress Individual?, Stress May Not Kill You but It Definitely Kills Your Initiative, Your Life is full of Situations & Situations, Situations That you Cannot Manage become Problems. This Creates Negative Feelings in Your Mind Leading to Fear. This Mild Fear in Subconscious Mind Becomes
Worry: Worry Builds Up Pressure In your Mind & Body That Is Stress. Effect of stress on Body is called Strain. And on your Mind is called Tension Manage. The Prevailing Situation And Stress Stands Eradicated. Do Your SWOT analysis today, Concentrate on your STRENGTHS, Recognize your WEAKNESSES, Evaluate your OPPORTUNITIES, Research your THREATS, SWOT is a good tool for a manager, like a thermometer and a stethoscope for a doctor! You need an objective mind and a genuine friend to help you do your SWOT analysis quarterly. Strengths enable you to put your best foot forward. Weaknesses? Who does not have them? Only when you recognize them can you do something to correct them. Opportunities are plenty-even in adversity. Only one has to evaluate them for what they are. Threats are like ticking time bombs; defuse them by anticipating and taking preventive action.

"SUCCESS IS NOT SPONTANEOUSLY COMBUSTATION BUT YOU HAVE TO FIRST PUT YOURSELF ON 'FIRE'."

Sh.K.R.SHARMA
LIBRARIAN
K.V.OLF,DEHRADUN

PLEASURE READING ; CHALLENGES AND SOLUTIONS

We are living in the era of knowledge explosion. Neither every printed book is useful for every reader nor possible for everyone to read these. Majority of students/people want to read but actually they are confused on what to read, when to read, how to read, why to read, where to read. As a Librarian we came across such a questions from the users and we have to satisfy them with our experience and knowledge so they become regular reader and enjoy reading. A few tips are given in the succeeding paragraphs to inculcate the pleasure reading habit among readers. Advise the readers to follow these tips and made your reading fruitful.

Pick up a book- If you are nowhere near a book, how are you supposed to read? Try finding something to read. That can be anything, including newspapers, magazines, novels etc. The important thing is that the book you choose should be at your level. Don't choose a book too high for your level because it will just waste your time.

Practice your reading habit-Now that you have found what you like to read, you can set a goal of 15 minutes a day of reading. During this time, you're not supposed to care about anything except your reading. After 15 minutes, you can close your reading material and do something else. Practice this every day. Make it a habit. After you have gotten used to this habit, you can increase the time you need to read in a day to 20 or 30 minutes.

Don't give up.- If you find that you cannot complete the task in the first place, don't be ashamed and hold your chin up! Remember, winners never quit! You just have to try again and again until you achieve it.

Don't put too much pressure on yourself- No kidding. If you find yourself being stressed while reading a book, don't continue reading under pressure like that. Reading is for pleasure, not pressure, so don't push yourself too hard until you might quit reading forever, or even if you can read, the outcome won't be so good either.

Before you start reading a book, browse the table of contents to form an idea of what the book is about- In storybooks or fictional books, there will usually be a short description at the back. You can look at the description to get a better idea of the book's contents.

Read a review of the book before deciding whether to read it or not- Reading of Book Reviews is one of the most effective tool to decide whether one should go for the book or otherwise. These book reviews are easily available at Internet.

Find a quiet place- Find a place in your home where you can sit in a comfortable chair (don't lay down unless you're going to sleep) and curl up with a good book without interruptions. There should be no television or computer near the chair to minimize distractions, and no music or noisy family members/roommates. If you don't have a place like this, create one.

Reduce television/Internet- If you really want to read more, try cutting back on TV or Internet consumption. This may be difficult for many people. Still, every minute you reduce of Internet/TV, you could use for reading. This could create hours of book reading time.

A month of Easy Activities for Raising a Reader-

-To raise a reader, you don't need to schedule specific times. Reading skills are built moment by moment and day to day. Work reading into many easy daily activities.

-Let your child see you read.
-Share information from your own reading with your child.
-Read aloud.
-Read the newspaper as a family.
-Encourage intergenerational reading—siblings, grandparents, other relatives.
-Encourage intra-generational reading (let your child read to you).
-As a family, act out favorite scenes from a book.
- Take books with you wherever you go.
-Offer books (or time to read) as a reward for achievement or chores.
-Invent reading-related jobs, such as writing or reading the grocery list.
-Subscribe to children's magazines.
-Tell your child stories aloud about your own life or your family.
-Make library visits a family routine.
-Watch for special bookstore presentations.
-Tie movies or television into the books that they're based on.
-Use car trips as reading fun with games like finding licenses from different states.
-Try books on tape.
-Allow pre-readers to "tell the story" from pictures.
-Have children retell favorite stories.
-Have children evaluate stories—favorite character, plot.
-Connect stories to children's lives.
-Create silly rhymes and poems together.
-Make connections between books of similar topics.
-Provide an inviting environment for reading.
-Use TV sparingly and wisely.
-Have children find what they need on a store directory.
- Point out names of grocery items in the market, street signs on walks.
- When cooking, ask your child to read the ingredients list or the recipe.
- In a restaurant, have your child read the children's menu aloud.
- Use cereal or pasta letters to spell out words during meals.
- Relax and have fun with your children and books!

Ms.Ranjeeta Soni
KV1,Delhi Cantt
2nt Shift.

APPLICATION OF BAR CODE TECHNOLOGY IN LIBRARIES

What is Bar Code?

Barcodes are simply a set of symbols used to represent alpha-numeric information instead of seeing a number "1", or letter "A", you would see a series of black and white bars in various combinations and in different width; which are used to encode data. The data encoded in such bars can be decoded again to represent it in human readable form.

Why to use Bar Codes?

Easy Decoding: Ones the data is encoded in terms of barcodes, whenever required, it can be easily decoded with the help of barcode readers / barcode scanners.

Minimises Retrieval time: Do not require re-entering the data thus minimises the time required for retrieving and storing information.

High Accuracy: Nearly 100% accuracy which is not possible for Human operator.

Timely feedback: Bar coding promotes timely feedback in that data is captured in real-time enabling decisions to be made from current information.

Application Areas-

Barcodes can be used in almost all areas / fields wherever computers are used eg.

Industries : Products which is identified by unique product Identification number, goes through different stages. Barcode can be generated for product Id no. which latter on use for automatic identification, and for inventory control.

Public Sectors: Telecom ,Banking etc.

Publications and Libraries:

Bar codes have proven to be very useful technology in Libraries and publications for following .

Benefits of Bar codes:

- Borrowing and returning of books will be matter of seconds.
- Since each member will have a uniquely bar-coded library card, the risk of mistaken identity will be avoided.
- Human errors will be virtually eliminated.
- More accurate follow-up on overdue books.
- Borrowing/Returning operation are faster.
- Reconciliation of stocks.

Hardware and Software Requirements-

- Printer
- Dot Matrix Printer

- Inkjet/ DeskJet
- Thermal/Laser Jet/Barcode.
- Barcode Scanner
- CCD
- Laser
- Portable Data Terminal
- For on the shelve stock verification.
- Software for Generating Bar Codes
- For designing the Bar Code labels.
- Bar Code Symbologies

EAN/UPC (Numeric Only)

These are the bar codes commonly used for grocery items in the supermarkets. EAN refer to European Article Number and is used in Europe whereas UPC refers to Universal product code, being used in USA.

There are two main types of EAN bar codes:EAN-8 which encodes eight digits and EAN-13 which encodes 13 digits. EAN can only encode numbers, not alphabets.

UPC Codes, to the untrained eye, look almost exactly the same as EAN codes but only encode 12 digits (UPC-A) or 6 digits (UPC-E).

INTERLEAVED 2 OF 5 (Numeric Only)

Another type of bar code is known as INTERLEAVED 2 OF 5 or ITF. Like EAN it is numeric only code but it can be of variable length. The only limiting factor to the length of an ITF code is the capabilities of the reader that will be used to read the code and also that ITF must have an even number of digits.

ITF is used for industrial applications where a numeric only code is sufficient and it is also used in the retail environment for OUTER CASE marking.

CODE 39 (Alpha Numeric)

CODE 39, also known as code 3 of 9, is the first code examined which is alpha and numeric. The code can be of any length and all the capital letters of the alphabet can be encoded, as well as numerics and additional characters of - . $ / + % * and space. Lower case letters cannot be encoded.

Code 39 is always started and finished with an asterisk, known as the start/stop character and it may only be used at the beginning and end of the code.

CODE 12 (Alpha Numeric) Code 128, becoming more popular. Can encode both upper and lower case letters, as well as numeric and most of the characters seen on a typewriter keyboard.

Shalini Trivedi
Librarian
KENDRIYA VIDYALAYA P. L.
MEERUT,CANTT(U.P.)

INFORMATION TECHNOLOGIES TO SUPPORT LIBRARY SERVICES: RFID technology

What is RFID? -

Radio frequency identification, or RFID, is a systems evolved from barcode labels as a means to automatically identify and track products and people. The RFID device serves the same purpose as a bar code or a magnetic strip on the back of a credit card or ATM card; it provides a unique identifier for that object. It works on AIDC (AUTOMATIC IDENTIFICATION & DATA CAPTURE) technology.

There are several methods of identification, but the most common is to store a serial number that identifies a person or object, and perhaps other information, on a microchip that is attached to an antenna (the chip and the antenna together are called an RFID transponder or an RFID tag). The antenna enables the chip to transmit the identification information to a reader. The reader converts the radio waves reflected back from the RFID tag into digital information that can then be passed on to computers that can make use of it.

A standard RFID system consists of four main parts:

There are three types of Transponders. Tags are ***Active, Passive, or Semi-passive*** Transponders.

2.Readers-RFID readers or receivers are composed of a radio frequency module, a control unit and an antenna to interrogate electronic tags via radio frequency (RF) .

3.Antenna-The antenna produces radio signals to activate the tag and read and write data to it. Antennas are the channels between the tag and the reader, which controls . system's data acquisitions and communication.

4.Server-The server is the heart of some comprehensive RFID systems. It is the communications gateway among the various components.

Redefine Library Processes with RFID Technology !!!

- Gate Detection System
- Staff Circulation Station
- Self Check In / Check Out
- Book Return Station
- Handheld Reader
- Smart Cards .

Advantages of an RFID System Over a Traditional Barcode System:-

RFID tags and barcodes both carry information about products. However, there are important differences between these two technologies:

1. Barcode readers require a direct line of sight to the printed barcode; RFID readers do not require a direct line of sight to either active RFID tags or passive RFID tags.
2. RFID tags can be read at much greater distances; an RFID reader can pull information from a tag at distances up to 300 feet. The range to read a barcode is much less, typically no more than fifteen feet.
3. RFID readers can interrogate, or read, RFID tags much faster; read rates of forty or more tags per second are possible. Reading barcodes is much more time-consuming; due to the fact that a direct line of sight is required, if the items are not properly oriented to the reader it may take seconds to read an individual tag. Barcode readers usually take a half-second or more to successfully complete a read.
4. Line of sight requirements also limit the **ruggedness of barcodes** as well as the **reusability of barcodes**. (Since line of sight is required for barcodes, the printed barcode must be exposed on the outside of the product, where it is subject to greater wear and tear.)
5. RFID tags are typically more rugged, since the electronic components are better protected in a plastic cover. RFID tags can also be implanted within the product itself, guaranteeing greater ruggedness and reusability.
6. Barcodes have no read/write capability; that is, you cannot add to the information written on a printed barcode. RFID tags, however, can be read/write devices; the RFID reader can communicate with the tag, and alter as much of the information as the tag design will allow.
7. RFID tags are typically more expensive than barcodes, in some cases, much more so.

8. Several RFID tags can be read at one time, further accelerating all scanning activities. This means that someone can scan multiple items simultaneously when performing check-ins or taking inventory.
9. Using RFID systems to reduce repetitive stress injuries.
10. In addition to the space required to store the item-ID, RFID tags contain re-writable space for additional data. In the VTLS RFID Solution, this additional space is used to store a security setting. This means that a library can manage circulation and theft deterrence with a single technology.

Rajesh Kumar
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Alerting Services

Introduction

- Libraries now have a lot of documents in electronic form – e-books, e-texts, e-zines, etc.
- Alerting service is a generic umbrella service which alerts users of library about current
  Happening around them in their surroundings'. It consist of
  CAS, SDI, and ECS

Objectives of CAS

- To keep users abreast of current trends and developments
- To save user's time in searching current inf./lit.
- To develop 'current' approach in users minds
- To promote quality research and avoiding duplication of efforts
- To aid creation of new ideas

Characteristics of CAS

- Alerts the user about recent developments is his area of interest
- Does not answer any specific query
- Generic browsing tool at a very broad level
- Contents vary according to institution, customers, resources etc.
- It is an announcement mechanism
- Form may be print or electronic
- It is aimed at a large group of users and not single person based
- No feedback or correction mechanism of input document selection criteria is present
- Speed, currency and ease of use are important

Forms or Types of CAS

- List of Additions to the Library
- Current Awareness List/Bulletin
- Current Contents/TOC Extracts
- Research in Progress
- Employment Opportunities
- Forthcoming Events List

Current Awareness Service (CAS)

- **News Filtering Services**
  - Individual Newspaper Websites

- Ø Popular Portals Offering News Free
- Ø Google News Alerting Services
- Ø News Aggregators providing Services for a Free
- Ø Traditional Database Vendors Offering News as a Part of their Services

v **Modes of CAS Production**

- Ø In-house Generation
- Ø Outsourcing CAS Activity

Evaluation of CAS

- v Is the coverage comprehensive?
- v Is the database updated regularly and frequently?
- v Is the cost of the whole service reasonable?
- v Is the user-interface user friendly, easy to use, easy to learn, etc?
- v Con one handle non-text (graphics) matter easily?
- v Can the output be formatted in different ways?

Selective Dissemination of Information (SDI)

v "It is the activity of supplying the clientele on a regular basis with requested, specific types of information – the emphasis on the specific"

v **Components & Operational Features of SDI**

- Ø User's Profile
- Ø Document Profile or Database
- Ø Computer hardware/Network
- Ø Software
- Ø User Interface.

Electronic Clipping Services (ECS)

- v Database vendors also allow us to save our queries
- v Saved queries may be run against future periodical uploads of files
- v The results may be delivered via many modes – fax, email, courier, special terminals, etc.
- v Examples:
  - Ø Data Times: PASSPORT
  - Ø DIALOG: Alert Service
  - Ø Dow Jones://CLIP
  - Ø News Net: Newsflash
  - Ø Nexis: Eclipse
  - Ø ISI: Alerting Services

Evaluation of ECS

- v Scope
- v Delivery options
- v Actual clips
- v Fees
- v other

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EVALUATION AND CHALLENGES OF E-RESOURCES

Over the past few years, libraries and information centers have been greatly affected changes in IT, and the rate of changes still is still accelerating in this era. E-resources are those electronic products that delivers a collection of data, be it text referring to full text basis, e-journals, image collection, other multimedia products and numerical, graphical or time based, as a commercially available till that has been published with an aim to being marketed.

SELECTION OF E-RESOURCES

Selection is not a new term to librarian and staff as they have been doing it since long back the libraries started acquiring printed material. However libraries are now focusing to adopt e-resources information technology approaching towards the e-resources rather than printed materials as technology developed. In fact, the emergence of Internet, particularly, the www (World Wide Web) has a triggered proliferation of web based full text online resources as a new media of information delivery. As the web has grown, not just in popularity and use, but also in content, librarians are trying to meet the needs of the user and identify new resources, such as online databases, web based resources, collections in digital library, eBooks, e-journals etc.

EVALUATION OF E-RESOURCES

Evaluation of resources assumes a greater importance due to the large e-resources such as e-journals, database, e-text, etc available on the net. Authority, currency, intended audience, ease of use accuracy etc are some responsible criteria for evaluation of e-resources. Moreover, extensiveness of the content, accessibility, quality of technical support, cost, conditions of licensing agreement are also other responsible factors which should taken into account.

With the evaluation of e-resources the followings should be should be considered:

1.to identify the electronic version have the retrospective data (as mostly electronic -resources do not include data prior to some year);

2.to determine particular source of information of e-resources offer any special features which are not available in other print version;

3.to check the content of the e-resources with relevant to the users as well as to the collection as a whole;

4.to check whether the information is often updated or not;

5.to determine the e-resources have affordable price or not though offered diverse pricing system by the publishers;

6.to identify the method of accessing of e-resources available;

7.to identify the e-resources needed to maintain and redesign the library website identified;

8. to check the staffing needs for training of recruiting with the existing technology.

ORGANIZATION OF E-RESOURCES

In any Library Information System (either traditional or modern library system), organization of resource is also one of the important and crucial works to function smoothly the library services. As such, the system manager should have good professional skills to organize the available resources effectively. In a modern digital library information system, the professional should have skills like computing, database management, networking, and other management skills relating to IT environment.

CHALLENGES FACED WITH E-RESOURCES MANAGEMENT

The adoption of e-resources has made great advantage over the library services. In fact, most of the users are satisfied with such facilities since hey can easily retrieve their required information within a short period of time. However, libraries face a number of challenges as they seek to continue offering the high level of services that users have come to expect. Some of the challenges facing with e-resource
management are discuss below.

Preservation- Though the e-resources are enabling information to be created, manipulated, disseminated and located with increasing ease, preserving access to this information possess a read challenge. Unless, preservation of digital information is actively taken, the information will become inaccessible due to changing technology platform and media instability.

Lack of professional skills- Due to lack of management and technical skills, the library professionals is not able to handle the e-resources. The professional staffs are required to constantly update their own knowledge and skill base so as to work in today's rapidly changing digital environment.

Inadequate library fund- Most of the libraries have inadequate fund for acquiring e-resources and so the users do not get their needy information at the right time. Libraries are at a disadvantage when acting alone in this environment and there is need for cooperative purchasing through library consortia.

Technical infrastructure- In a digital information service system, infrastructure such as software, hardware, internet facilities and other physical equipment's are required to provide easier, faster and comprehensive access to information. Therefore, libraries in the digital age need to enhance
and upgrade current technical architecture to accommodate e-resources.

Lack of cooperation of staff members- The support and cooperation of staff members, programmers and technical staff are very essential to provide effective service in a digital environment. As such, the library staff should not only be technically competent but should also user-friendly-approach.

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Biometric Applications in Library and Information Centres: Prospects and Problems

1. Introduction: A Library is a 'temple of learning' which plays a pivotal role in the overall development of a society. Most of the libraries, especially the academic libraries follow open access system which allows its users directly to the stakes to ensure optimum utilization of the knowledge resources available in the library. Theft of library materials is not a new problem, not just an Indian problem. Therefore, it is important to provide a safe and secure environment for library staff, library resources and equipment, and library users. In this regard, the biometric technology is really a boon for the LIS professionals.

2. Biometric Technology: Biometrics is the science of measuring physiological or behavioural characteristics that verify a person's identity. Biometric identification refers to a technology that uses scanned graphical information from many sources for personal identification purposes viz., facial imaging, retinal and iris scans, fingerprint scans, voice patterns, facial recognition, hand geometry identification, etc. The application of biometric technology is limitless. Four to five years ago biometric technology was still considered too "fictional" for many. Now, these same individuals are asking where and how they can purchase biometric technology.

3. Types of Biometric Technologies: A number of discrete biometric technologies are available on the market today such as signature, fingerprint identification, iris identification, retinal identification, hand geometry, hand, palm, and wrist subcutaneous vein pattern identification, signature identification, voice identification, keystroke dynamics identification, facial feature identification, body salinity (salt) identification, body odor identification, and ear identification. In general, biometrics can be classified into two types viz., physiological biometrics and behavioural biometrics.

4. Biometric Applications in Libraries: LIS professionals are handling huge bibliographical databases to cater to the information requirements of their user community. To ensure better safety and security to the rich information resource base and human resources in a library, the movement of documents and personnel should be controlled. At present, electronic surveillance and security systems are being used in some academic libraries. However, these systems have got their own limitations. In this context, biometrics applications are highly useful for them. The following are some of the important types of biometric applications useful for the libraries.

4.1 Controlled Access to Library Premises: This type of biometric application will not allow any unauthorized person to open the door. In this application, fingerprints of the authorized users will be scanned and stored for verification. This fingerprint identification

is really a secure, convenient, and cost-effective alternative to passwords, badges, swipe cards and PINs. The biometric reader mounts on a wall near the library main door.

This system increases security levels more than a ID card or ID badge system as the fingerprint can't be lost or stolen. It also reduces overall cost in eliminating portable devices and reducing administrative time as well. Further, there is no need to track down or reprogramme ex-employee cards and ID badges.

4.2 Controlled Access to Library Network: Nowadays, most of the libraries are working on digital environment where the library is connected with a local area network, wide area network or Intranet of the organization. This kind of biometrics system will protect individual PCs and network access. It also reduces the password reset requests from the users. The library administrator can be able to authenticate who is accessing a PC, network, and application with exceptional accuracy. It associates a single fingerprint with as many as passwords or PINs on a system. Users can log on automatically without having to type in username and password. It eliminates the security risks of written down passwords and PINs.

5. Biometrics Applications: Prospects: Biometric traits can not be lost or forgotten while passwords can be lost or forgotten.

- Biometric traits are difficult to copy, share and distribute.
- It require the person being authenticated to be present at the time and point of authentication.
- The systems are easy to manage and cost efficient
- It is convenient to the users as they no longer responsible for passwords, swipe or proximity cards, PINs or keys.

7. Biometrics Applications in Libraries: Problems

- Biometric technology is inherently individuating and interfaces easily to database technology, making privacy violations easier and more damaging.
- Biometric systems are useless without a well-considered threat model.
- Biometrics are no substitute for quality data about potential risks.
- Biometric identification is only as good as the initial ID.
- Some biometric technologies are discriminatory.
- Biometric systems' accuracy is impossible to assess before deployment
- The cost of failure is high.

8. Conclusion

Biometrics technologies are really very useful for the LIS professionals to ensure better safety and security to the valuable collections which consist of various formats of information resource base. Though there are few limitations, the technology could be used in our libraries in a phased manner. The academic libraries can make use of the benefits of the technology to ensure better safety and security to their invaluable information resource base and human resources as well.

REFERENCE :Article by .G Rathinasabapath,T Mohana Sundari, Thiru L Rajendran.

Umakant tripathi,
Librarian K.V.NO3 PATHANKOT

HOW TO CREATE A BLOG ON BLOGGER: TUTORIAL

Go to http://www.blogger.com

Click where it says "Create Your Blog Now"
Fill in a user name. This can be anything you want – it's what you'll use to sign in to your blog.
Select a password. This must be at least 6 characters long. Try to use a combination of numbers and letters, and think of something that others will not be able to easily guess.
Select a display name. This will be used to sign your blog posts, so choose something that will protect your identity! We recommend that you refrain from using your first and last name, or, if you can be easily located with your first name, choose a name that is somewhat disguising.
Enter an e-mail address. You'll need this to register, and later on you can change your preferences so this won't appear on your blog in clear sight of visitors. *Consider setting up a separate e-mail account for your blog – this helps protect you from online predators.*

Read the terms of service, then click the box indicating you have done so.
Click continue
Give your blog a title. This is what will show at the top of your blog page
Choose a web address for your blog space. This will display in the address bar as http://yourblogspacename.blogspot.com

Choose a template. Select from the templates the way you'd like your blog to look. Don't like anything you see? Just select one to get started – we'll show you how you can change or customize it later if you want.
Once your blog has been created, you're ready to change your personal profile and begin posting.
◇Posting to your blog .
Click on "Start Posting" once your blog has been created.

Create a title for your first posting and write your first post in the text box.

Click "Publish Post" Publishing your post will make it live on your blog and visible on the Web.

Each time you add a new post to your blog, you have to publish it before it goes up on the Web.

ANITA DHIMAN
KV, AGCR COLONY
NEW DELHI

IMPORTANCE OF CLASS LIBRARY IN PRIMARY CLASS

WHY CLASS LIBRARY IS REQUIRED? Class library means library goes to the class. Every class has its own library.

In childhood, child is like a plain board. Whatever we write on it, it gives a lifelong impression in the personality development of a child.

Whatever we teach a child in the primary stage its impressions are embossed in their minds which lasts forever and they never forget it.

WHY CLASS LIBRARY IS REQUIRED

In their childhood children come in contact with books in different ways like they may listen to stories from their parents or grandparents.

Through class library children get a chance to read those stories through pictures which their grandparents told them in their early childhood.

ROLE OF CLASS LIBRARY IN PROMOTING READING HABIT

In school, the main library is used by secondary sections.

To provide library services to primary section, there is a provision of class libraries from class 1st to 5th.

The aim to develop class library is that books should reach in the hands of tiny tots to fulfill the 3rd law of library science i.e. 'Every Book and its reader'. This is very helpful in promoting the reading habit among tiny tots.

ROLE OF LIBRARIAN IN SETTING CLASS LIBRARIES

Librarian plays a dynamic role to motivate and educate teachers about functioning of class libraries.

Books are issued to class teachers for issuing books to the children during their library periods so that students can read these books.

This will surely develop and enhance the reading habits among children through colourful and pictorial story books, audio-visual aid.

CONTENTS FOR CLASS LIBRARY

A class library needs to be equipped with variety of reading material like :-

(i) Children's literature like pictorial books, fantasy stories, humorous stories, tiny biographies, folk tales, poems etc.

(ii) Other material like magazines, newspapers placed on small colourful and attractive stand.

MEMBERS FROM PRIMARY SECTION IN LIBRARY PURCHASE COMMITTEE

Librarian should consult the primary teachers while purchasing books for primary sections.

.

HM and two primary teacher should be the members of library purchase committee.

As per new library policy, there is provision to spent 50% of the library grant for classes 1st to 8th with further instruction that 50% of the amount should be spent on purchasing hindi books.

UNDERSTANDING PEDAGOGY

If we wish to encourage reading habit in children , it is important to understand the reading process. Books talk to children in many ways :-

(i) The teacher needs to read aloud the title, subtitle, author's name and illustrations of the cover page.

(ii)Encourage children to share their experience and make it two way process or self created story telling.

FEELING OF OWNERSHIP

Children should feel class library to be their own and not an inaccessible space. This can be attain in many ways :-

(i) Children's project, self made books should be displayed.

(ii) Wear and tear of books is natural. Children should be engaged in mending books and for this tapes/glue should be provided to them.

(iii) Encourage children to share their views about books , they read at home.

Shushant Panigrahi
Scientist-B
NIC,New Delhi

E– GRANTHALAYA

Requirements-e-Granthalaya runs only on Windows platform and not implemented in Linux. To implement the software successfully customers require following systems in their libraries

A-For Client/Server Mode of Implementation

Hardware Requirements

1. One Server PC with (Preferable Rack Server) (any CPU: 32 bit or 64 bit)

Standard Configuration

- Minimum 2 GB RAM or more
- 80GB or above HDD or more
- Network/Internet Connectivity

2. Clients PC with (As many as required by the library)

P -4 PC with standard configuration

- Minimum 1 GB RAM
- Min 40 GB HDD
- Network/LAN/Internet Connectivity

Software Requirements

Server PC with (Operating System)

- Windows Server 2008 or Higher
- MS SQL Server 2005/2008 /2008R2 (Standard Edition) for Client/Server Mode

Clients PC with

Windows XP/Vista/Win 7

B- For Stand Alone Implementation

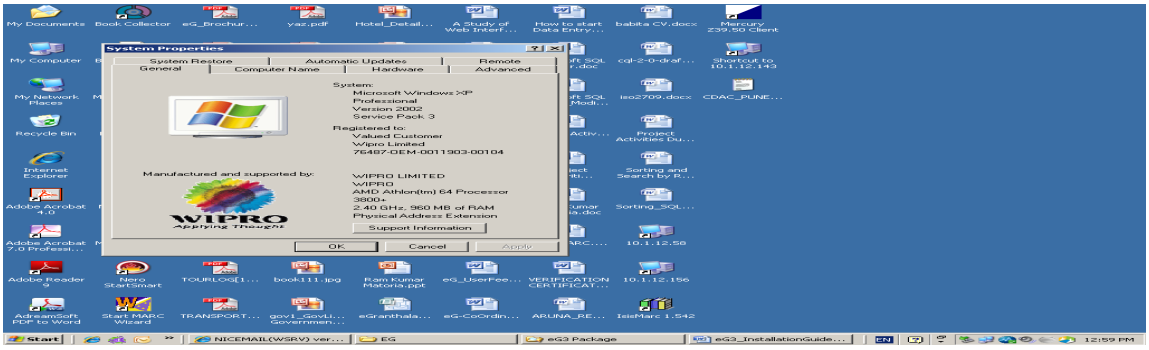
Windows Server 2003/2008, Win XP/Vista/7 with MS SQL Server 2005 (Express Edition) With Min 1 GB RAM/ 40 GB Hard Disk .

NOTE: Those who do not possess license version of MS SQL Server 2005, they may use MS SQL Server 2005 (Express Edition) – given with the e-Granthalaya Software CD / free downloadable from Microsoft web site at http://msdn.microsoft.com/vstudio/express/sql/download/

Optional Requirements

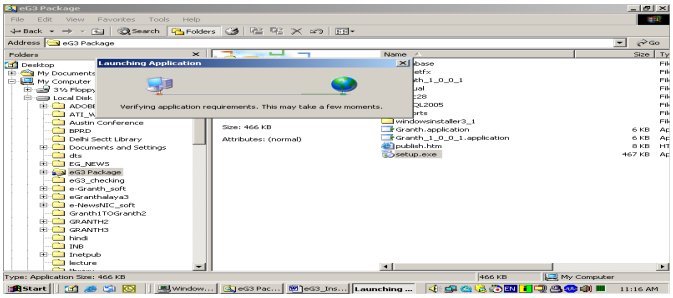
- Laser Printer
- Bar Code Printer
- Bar Code Readers
- Internet Connectivity

How to Install Microsoft SQL Server 2005 – Express Edition Automatically From eG3 CD .
To use the **e-Granthalaya** Software for automation of your library, you need to install the database management program i.e. "Microsoft SQL Server". Data and library catalogue info entered using the e-Granthalaya Data Entry program is stored in a database. We provide the **Expression Edition** of **MS SQL Server 2005** in the CD which is free and can also be downloaded from e-Granthalaya Web Site as well as from internet. In case, you are having Standard Edition or Enterprise edition which are priced..e-Granthalaya can also be run with these editions of the SQL Server. Free edition (Express Edition) can hold up to 4GB data. **NOTE**: In case you wish to publish the OPAC on internet then u must use the Enterprise Edition of the SQL Server **NOTE**: CD of the software is having separate setup program of SQL Server 2005 – Expr Ed on 32 Bit and 64 Bit PCs, you need to click appropriate Button from the menu of the CD **. Processor of the PC** Before installing SQL Server 2005 you must identify processor type of your PC whether it is 32 Bit or 64 Bit. Then you must click the appropriate button to start the setup. To know your processor, right click „My Computer" icon from desktop and select PROPERTIES – new windows appears from where you can see your processor:



eG3 Client Program is the Data Entry Program and Library Staff User Interface to use for data entry in the database as well to perform all the functions of the software. This program is installed on each client if eG3 is implemented in Client/Server mode where n number of Client PCs is connected with the Server PC where database is residing. **NOTE**: In case the Client PC is with 64 Bit Processor, then there is no need of these prerequisites/components as these already available in 64 bit PCs. **NOTE:** There is a single setup program for installation of eG3 Client Program on both the processors i.e. 32 Bit and 64 Bit PC.

How to Set Database Connectivity from eG3 Client Program



Whenever you will install the eG3 software on client PC or if already installed and whenever it does not find the database connectivity, the following form will be appear automatically where you will set the database connectivity. To set the database connectivity, you need to type the following four parameters of the database which you noted down in Database Server Name: (Local) \SQLEXPRESS or IP Address of Server Name of SQL Server Instance Database: GRANTH3 Login/User: granth3 - it is case sensitive Password: granth3 - it is case sensitive After Typing the parameter press TEST button - if message comes "Connection Succeeded" then press **SAVE** button to save the parameter. Now Close the screen and launch the application from All Programs >> National Informatics Centre >> eGranthalaya3.0 (**NOTE**: In case your connections is Failed then try to give the correct parameter and also check the Services of SQL Server 2005 – running or stopped.)

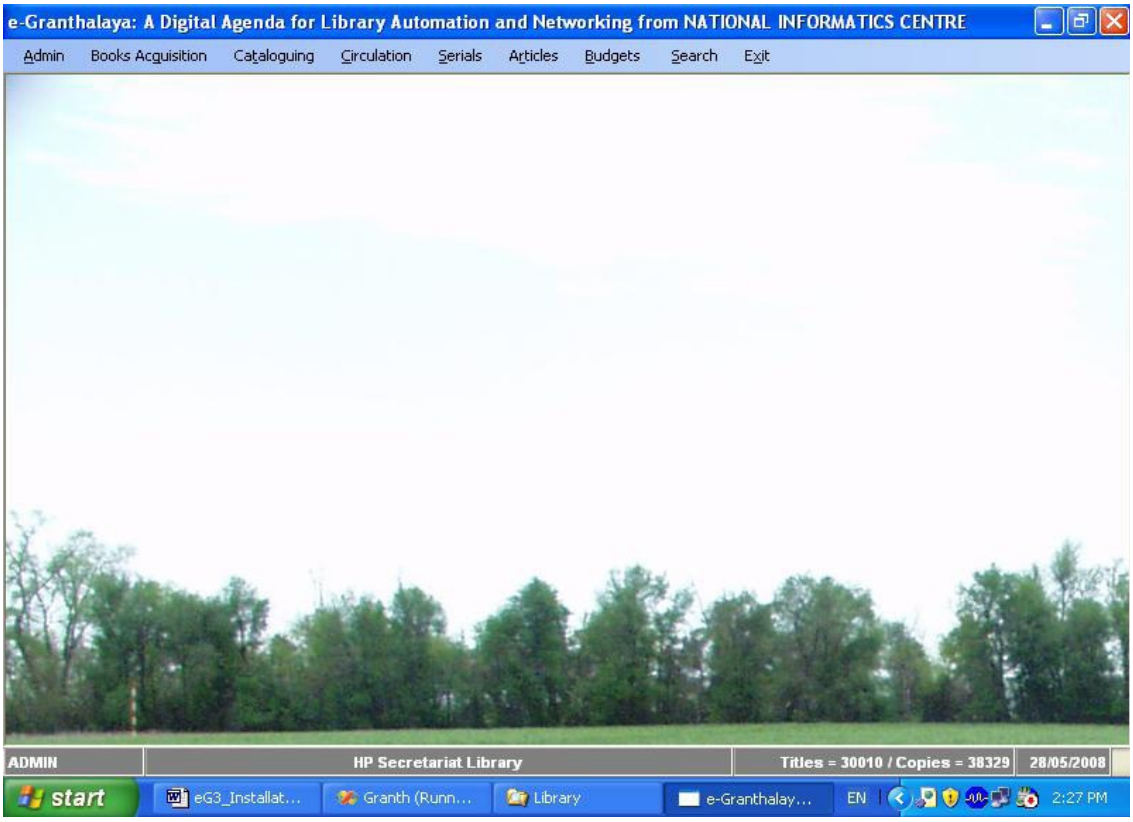
System Settings and How to Start e-Granthalaya Program

1. Before using the e-Granthalaya Software, you must set the **Short Date Format** as "**MM/dd/yyyy**" in Server PC as well as Client PCs
2. Display screen: Best viewed in 600x800 resolution settings of display screen
3. Display Logo in eG3
4. Display Background Picture in eG3

How to Start eG3-

- Ø After successful installation of eG3 Client and setting up of database connectivity start the software from **START >> PROGRAMS >> National Informatics Centre >> e-Granthalaya3.0** Following screen will appear.

- Select the **Language** from the Language Drop- Down in which you want to display the label
- Press the „**Add New Library**" Record for the first time.
- Type the Library Details and press SAVE Button.. then press EXIT button.. you will be back to select the newly added library
- Select the Library and Press OK button … You will be jumped to the next screen
- Press ADD NEW USER button then next screen
- Add the User Details with password and press SAVE to save the record.. then press EXIT button
- Select **User Code** and **Password** to further proceed



Ms.A.P.Bhalla
DC &Director,ZIET,Chandigarh.

Annual Library Activity Plan (ALAP)

The library should have an annual activity plan. In the beginning of the academic session, the library committee will chart out the **activities/programs with proposed dates and expected outcome**.
The activities can be planned based on the local resources/facilities available.
The Librarian should prepare and submit a **quarterly report**/monthly diary entry on the implementation of the ALAP to the Principal and present it in the next library committee meeting.

SAMPLE ANNUAL LIBRARY ACTIVITY PLAN (ALAP) :-

01. International Children's Book Day 02 April, 2012 Exhibition, Book reviews, Discussions
02 .World Book and Copyright Day 23 April, 2012 Exhibitions, Literary competitions, Meet the author programs
03. Inauguration of Reader's Club 24 April, 2012 Beginning of Reader's Club activities for the session
04 .Reader's Club activities Whole academic year Seminars, Exhibitions, displays, competitions, Meet the Author, Book discussions
05. Harry Potter Birthday celebration 20-24 July 2012 HP Quiz, Writing Birthday wishes, E-greeting cards, Assembly programs, Exhibition of HP books.
ALAP
06 .Hiroshima Day 5-7 Aug.2012 Remembering the victims, Against War exhibition
07. Independence Day 10-14 Aug 2012 Exhibition of books on freedom struggle
08. Book Fairs 03 times in a year By external agencies
09 .Teacher's Day 05 Sept.,2012 Exhibition of books on or by Dr. S.Radhakrishnan
ALAP
10. Hindi Fortnight 13-27 Sept. 2012 Exhibition of popular Hindi books in the library & competitions
11. Gandhi Jayanthi 29 Sept-04 Oct.2012 Exhibition of books on or by Mahatma Gandhi and Non violence
12. U.N.Day 22-24 Oct., 2012 Exhibition of books on United Nations and other International organisations
13. International School Library Day (ISLD) & Month 26 Oct. 2012 October 2012 Talk by an eminent Librarian and other Activities, "*Smart Web Searcher"* competition
14. Children's Day 10-16 Nov.2012 Exhibition of books on or by Jawaharlal Nehru Competitions
ALAP

15 National Education Day 10-13 Nov. 2012 Exhibition of books on or by Dr Abul Kalam Azaad

16 National Library Week 15-20 Nov. 2012 Exhibition of rare books in the library Competitions .

1. Book review
2. Designing book jackets
3. Story telling
4. Book reading
5. Literary quiz
6. Designing Bookmarks
7. Assembly programs
8. Find the book
9. Library cultural programs, etc .

17 Indira Gandhi's Birthday 18-23 Nov. 2012 Exhibition of books on Indira Gandhi and other Indian Prime Ministers

18 Army Flag Day 07-11 Dec. 2012 Exhibition of books on Indian Army and warfare 2013

19 Republic Day 24-28 Jan. 2013 Exhibition of books on India :Society and constitution

20 Martyr's Day 28-31 Jan. 2013 Exhibition of books on or by freedom fighters

ALAP

21 National Youth Day 10-14 Jan 2013 Display of Books on or by Swami Vivekananda

22 Safer Internet Day 7-11 Feb. 2013 Online safety workshops, talks, exhibitions, etc

23 Know your Library Programs (Library orientation) Once in a month Tour to the library to understand its resources and activities

24 Screening of VCDs Once in a month Screening of Educational and issue based VCDs for children

25. Best Reader Awards For best library users from each class Distributed on the Annual Day function

Sh. Keshav Ram Sharma,
K.V. OLF DEHRADUN

IMPRESSIONS

If I recall my memory it was in the news in the year 2007 when I joined Kendriya Vidyalaya Sangathan as a Librarian at KV Haflong (Assam) , National Informatics Centre, New Delhi designed a user friendly software named e-granthalaya for automation of Libraries across the country which is free of cost for the Public and Govt School Libraries. Really it was an exciting news for me. I put all efforts to have this software in my school library but could not do it becos' the Vidyalaya was located at very far and flung area of Assam, badly disturbed with insurgency, interrupted and low voltage electric supply, frequent failure of road, rail, postal and communication connectivity and the list is not least.

I joined KV OLF Raipur, Dehradun in Jun 2011 with new hope, dreams and mission i.e. automation of Vidyalaya Library and quality services to the users. After settling down in new Vidyalaya's environment I apprised my Hon'ble Principal with my view point. He not only appreciated the efforts but also allowed me to visit National Informatics Centre, New Delhi. It was Jan 2012; I visited NIC, New Delhi for a couple of hours, collected the software and obtained some tips and guidance about installation and operation. I made a request to Mr. Ram Kumar Matoria, Director and Mr. Upadhyaya at NIC to conduct a workshop on e-granthalaya at Dehradun for the KV Librarians. They suggested me the procedure for the same and I apprised Mr. Sunil Saini, Librarian KV IIP Dehradun who happens to be very close to Regional Office. He and Mr. R.C. Goyal, Librarian KV Rishikesh persued the case with RO Dehradun and a three days e-granthalayha Workshop was conducted at KV OFD Dehradun for the KV Librarian of the Region.

Sh G.D. Gupta, Librarian KV OFD Dehradun extended very warm hospitality to the participants and made their stay comfortable. We learnt there and try our level best to adopt this e-granthalaya to automate our library. While working on the software, we faced many problems which needed clarification and expert advice and we were looking forward to a chance to overcome all the problems and doubts and the moment came in the form of In-Service Course at ZIET Chandigarh and it was like a dream come true for us.

In spite of biting cold of Chandigarh we accepted this challenge as an opportunity and planned our journey to ZIET, Chandigarh. The faculty at ZIET Chandigarh has made our stay arrangement at RICM Chandigarh which was an excellent arrangement. As and when we faced any type of problems regarding our stay, they provided every possible help to us and were available round the clock to make our stay comfortable. We enjoyed our stay here and the warmth of the hospitality will remain in our heart forever. The administrative staff at ZIET is very cooperative, humble and has very humanitarian approach in dealing. The catering staff provided us very sumptuous and hygienic food throughout our stay here. Its separate thing that we put on some extra weight by eating the superb food.

In-service courses are part of our regular training to strengthen our professional skill. As the knife become blunt over a period of time on its regular use and needs sharpening. Similarly over a period of time in the era of changeling technology our knowledge also become outdated and needs up gradation. In-Service Course is a very effective means to enhance our professional skill. During this In-Service Course the faculty at ZIET Chandigarh has made excellent arrangement of intellectual Resource persons, visiting expert lecturers and renowned dignitaries from other departments to impart us quality training.

The participants of this course were a beautiful and balanced blend of youth and maturity, curiosity and knowledge. Where Sh. R.K. Rajput and Mrs Sushama Sharma were representing the maturity and knowledge, Sh. K.P. Singh, Sh. Gaurav Chauhan and Ms Kanchan Bala were representing the youth Brigade. Sh. Umakant Tripathi and Sh. Surender Pahawa were representing the professional and technocratic knowledge. At the same time Mrs Neelam Siwach has been working silently behind the curtain and coordinating the things in her own way to assist the faculty in befitting manners.

Our academic trip to Punjab University Library, Chandigarh and A. C. Joshi Public Library, Chandigarh has motivated us to do much better in our profession. Our excursion tour to Yadvendra Garden Pinjore, Maa Manasa Devi Temple, Rock Garden Chandigarh and Sukhana Lake Chandigarh made us profound over our rich and vibrant heritage. Each and every participant enjoyed the trip and captured the sweet memories from the eyes of cameras. These pictures are the glimpses of or time spent here and memories will remain with us for ever.

I will fail in my duty if I don't mention the qualities of Sh. Dharmavir, Resource Person, a mature and silent worker who does his work calmly without giving any room to errors.

Sh. Sunil Kumar Saini, Resource Person, a person with profound professional knowledge, highly technocrat, dedicated, humble, socialite and down to earth who handles the situations in very professional way. Ms. Ameeta K, Course Coordinator, a highl self-motivated and intellectual teacher, eager to share her knowledge in the interest of the organization. She has excellent communication & amazing co-ordination skills. Sh. Kalika Prasad, Associate Course Director, a symbol of maturity, perfection, sound knowledge of the organization and ethics. Finally the great Mrs A.P. Bhalla, Director ZIET Chandigarh as well as Course Director, a lady of iron will, intellectual, dynamic personality with excellent managerial skill. The ZIET Chandigarh is running very smoothly under her directions and certainly one day it will come up one of the best Teaching Learning Institute of the country and will set new mile stones for the successors.

When I look back and recall my memory I found myself a changed personality full of energy, enthusiasm, dedication and free from any doubts and with a will to do something special for my noble profession and all the stakeholders of our esteemed organization i.e. Kendriya Vidyalaya Sangathan.

I am highly thankful to the Director ZIET, Associate Course Director, Course Coordinator and Resource Persons for extending me this highly privileged opportunity to validate this In-Service Course on behalf of my colleagues. Form the core of the heart, a sincere thanks to all the colleagues for maintaining the courage, discipline and extending the full cooperation throughout the course.

Thank you very much.

_____

Ms Anita Kapoor
KV SARAI KHAS

IMPRESSIONS

My self, Anita Kapoor, librarian, Kendriya Vidyalaya, Sarai Khas, Jalandhar and participant of this 21 days In-service course for librarians from 27 Dec 2012 to 16 Jan 2013. I am associated with KVS since July,1981. I was happy in the month of Nov that we will have long winter vacation of 20 days this year and will enjoy winter season at home. But in the first week of Dec I was officially informed about this course at ZIET, Chandigarh. Though I was eagerly waiting for this course , I was a bit reluctant at the same time due to weather conditions. Any how I had no choice So I prepared my mind to attend this course. Me, alongwith my friend Mrs. Sushama Sharma, Librarian of KV No. 2, Jalandhar Cantt., started our journey on 26th Dec 2012 and reached Chandigarh in the evening. The information regarding lodging and boarding of candidates by ZIET, Chandigarh was so prompt and accurate through regular e-mails that we reached at our destination without any doubt and confusion. Our stay arrangement at RICM, Chandigarh was the result of continuous and meticulous efforts made by the officials of ZIET, Chandigarh.

On 27th morning we got a heart warming welcome by the members of ZIET. The first impression that ZIET staff gave us by their warm hospitality really touched our hearts. As the days were passing nature was testing our stamina to bear chillness of cold weather. The outside temperature was falling to its lowest and temperature inside the ZIET auditorium was rising up day by day . The warmth and coziness provided by the members of ZIET was so strong that we all were engrossed and involved in spite of tough weather conditions. Our enthusiasm and tempo of learning was at its highest peak. The lectures arranged during the course really brushed us up professionally and we all were really feeling fresh and enlightened. Our resource persons, Mr. Sunil Saini and Mr. Dharamvir really exploited their sources and proved that Sangathan has really selected right resource persons for this course.

KVS started a project of e-granthalaya for automation of KV libraries for the last five years. Time and again we were getting time bound e-mails to start this project in our Vidyalaya libraries. In some regions workshops were arranged to give training of this software. All of us started working on this project with the help of each other alongwith our computer teachers. But all of us were working with some doubts and confusions. During this course, the six days workshop on e-granthalaya organized in the computer lab of KV Sec.31 really proved a boon for all of us.

During this workshop we learnt each and every module of this software so minutely and are feeling ourselves confident and sure that we can now independently handle this automation project in our libraries without depending on computer teachers. We all have a general view that KVS should have organized such course on e-granthalaya before the implementation of this project. The sincere efforts of Mam AP Bhalla, Director of this course to arrange Mr Sushant Panigrahi from NIC, Delhi, mother centre of this software

Mam Bhalla is so caring and practical in her approach that we all were feeling ourselves in comfort zone during this course. The arrangements from accommodation to food gave no chance to anybody to frawn becos' of critical attitude of human nature. The positive and humanistic approach of mam dominated all the hurdles in smooth running of this course.

Mam Ameeta, coordinator of this course in true spirit of her scientific temper coordinated junior atoms with senior molecules of different KVs of five regions with the chemical bonding of associate course director Sh. Kalika Prasad ji, resource persons Mr. Sunil Saini and Mr. Dharamvir . She then inculcated her own flavor of chemical attraction and generated a beautiful complex of knowledgeable, literate and intellectual librarians under the catalytic effect of Mam AP Bhalla.

We are really thankful to the organisers for developing proper coordination, cooperation and harmony in this diversified group of librarians during this in-service course and making this course memorable for all of us.

THE PHILOSOPHY OF LIFE

I asked for Strength &
God gave me difficulties to make me strong.
I asked for wisdom &
God gave me problems to solve.
I asked for plenty &
God gave me brain to work.
I asked for courage &
God gave me danger to overcome.
I asked for love &
God gave me troubled people to help.
I asked for favours &
God gave me opportunities.

I RECEIVED NOTHING I WANTED.
I RECEIVED EVERYTHING I NEEDED.

SPECIAL ACKNOWLEDGEMENT

I would not like to miss this opportunity to reciprocate my thanks for the whole hearted contribution made by

***Mrs. Savita** :- typing and editing the content of the report.*

***Mr. U K Tripathi** :- formatting the content of report.*

***Mrs. Neelam Siwach** :- for organizing guest lectures & pictorial section of report.*

***Mr G D Gupta & Sh R R Sinha ,**:- for their hard work and rigorous efforts without which, the compilation, presentation and the release of the report , in time, would not have been possible.*

Thanks to one and all once again.

Date:16.01.2013
ZIET, Chandigarh.

Ms. Ameeta K, PGT(Chem)
Co-ordinator

I

INAUGRURAL DAY

Mrs. A P Bhalla , Course Director Welcoming the Chief Guest

Mr. Kalika Prasad
Associate Course Director

Ms Ameeta K
Course Co-ordinator

Mr. Dharamveer
Resource Person

Mr. Sunil Kumar Saini
Resource Person

COURSE TEAM

Mrs. Aruna Prem Bhalla
Course Director i) ALAP ii) Code of Conduct iii) Effective Use of Library

Mr. Kalika Prasad
Associate Course Director i) Stress Management
ii) Guidance & Counseling

Mr. Sunil Kumar Saini
e- Granthalaya modules

Mr. Dharamvir Singh
Library Activities

I

ZIET FACULTY

Mr Sanjay Chauhan (PGT Eng)
Communication Skills

Ms. Ameeta K (PGT Chem)
CCE—Co-Scholastic Activities

Ms. Ameeta K (PGT Chem)
Innovation & Action Research

Ms. Ameeta K (PGT Chem)
"Getting started with ALICE"

Mrs Sunita Gussain(PGT Hindi)
RAJBHASHA HINDI

GUEST SPEAKERS

Dr. Neeraj Singh (Assistant Librarian) Punjab University, Chd.
web 2.0 tools .

Dr. Preeti Sharda
Librarian RIE
RFID Technology

S.K.Jain (Ex Deputy Commissioner)KVS
Role of Librarians in KV

Dr Rupak Chakarwatti
(Assistant Professor)
Library Automation.

GUEST SPEAKERS

Mr.Praveen Khurana, Director (American Section), Central State Library, Chandigarh
On Line Services

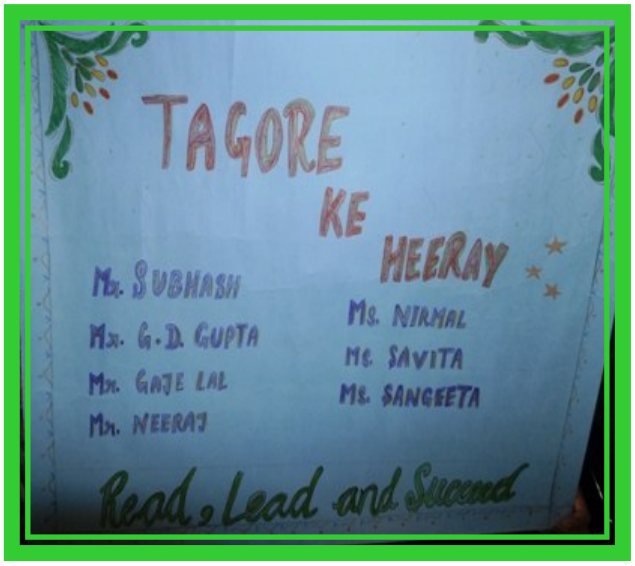
Mr Sushant Panigrahi, (Scientist B)
NIC Delhi
e-Granthalaya

Mr P.K.Sharma (Principal) JNV Chandigarh
Personality Development

GROUP ONE

Assembly Programme

Star Distribution



Special Item

Star Distribution by Ms. A.P. Bhalla, Course director

GROUP TWO

Assembly Programme

Star distribution to participants

K R Sharma

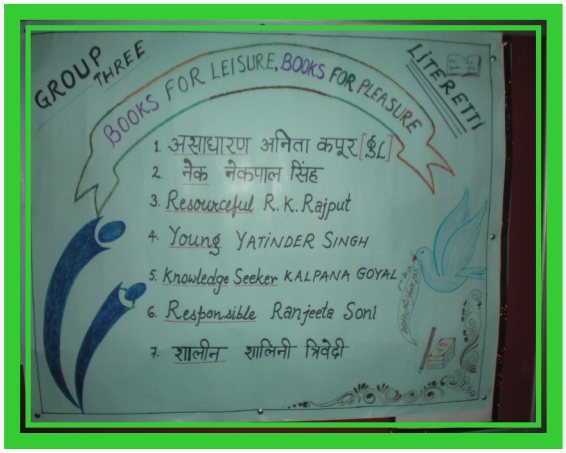
Pleasure Reading

Special Item

GROUP THREE

Assembly Programme

News


GROUP THREE
BOOKS FOR LEISURE, BOOKS FOR PLEASURE
LITERETTI
1. असाधारण अनिता कपूर [SL]
2. नेक नेकपाल सिंह
3. Resourceful R. K. Rajput
4. Young YATINDER SINGH
5. Knowledge Seeker KALPANA GOYAL
6. Responsible Ranjeeta Soni
7. शालीन शालिनी त्रिवेदी

Special item

Star distribution by Ms Ameeta K

I

GROUP FOUR

Assembly Programme

Special Item

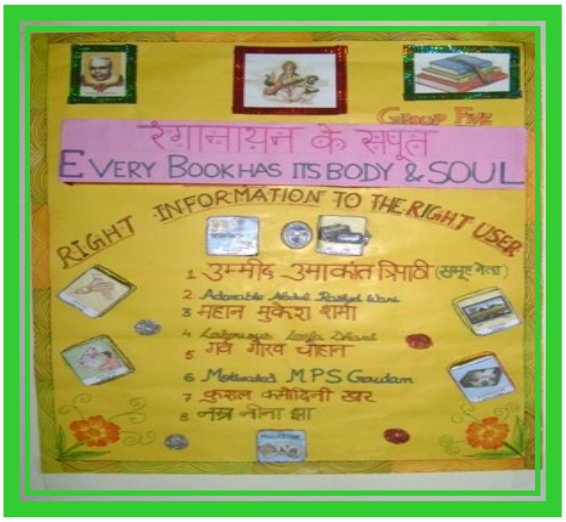
Star Distribution

Star Distribution

I

GROUP FIVE

Morning Assembly


Group Five
रेगानायन के सपूत
EVERY BOOK HAS ITS BODY & SOUL
RIGHT INFORMATION TO THE RIGHT USER
1 उम्मीद उमाकांत त्रिपाठी (समूह नेता)
2 Adorable Akhil Singhal Uncle
3 महान मुकेश शर्मा
4 Lalgunya Leela Dhoot
5 गर्व गौरव चौहान
6 Motivated MPS Goudam
7 कुशल कमोदिनी खर
8 नम्र नीना झा

Star Distribution

Special Item

I

EXCURSION

Rose Garden, Sector-16 Chandigarh

PUNJAB UNIVERSITY

PINJORE GARDEN

SUKHANA LAKE

I VISIT-LIBRARY

Central State Library,Sector 17, Chandigarh

Tarlok Singh Central Public Library

EXHIBITION

NEW ARRIVALS

GUIDENCE AND COUNSELLING

BOOK WEEK CELEBRATION

NEWSPAPER CLIPPING SERVICES

LIBRARY SERVICES

MEMORABALE MOMEMENTS

Welcoming HM 'S at ZIET

Chair race between HM and Librarians

LOHRI CELEBRATION

LOHRI SONGS

KENDRIYA VIDYALAYA SANGATHAN

ZONAL INSTITUTE OF EDUCATION AND TRAINING

CHANDIGARH

In Service Course for Librarians (27.12.2012 to 16.01.2013)

Seating : Mr. Sanjay Chauhan (ZIET), Mr. Sunil Saini (RP), Ms Ameeta K. (Co-ordinator), Mrs. AP Bhalla (Director), Mr. Kalika Prasad (Associate Director). Mr. Dharam Vir (RP), Mrs. Sushma Shrama, Mrs. Achla Prashar,

First Row : Ms. Nirmal Kurmi, Mrs. Nidhi Sharma, Mrs. Kalpna Goyal, Ms. Ranjeeta Soni, Mrs. Kumodini Khar, Mrs. Neelam Siwach, Mrs. Poonam Sharma, Mrs. Anita Dhiman, Mrs. Savita, Mrs. Amita Rai, Mrs. Sangeeta, Mrs. Neena Jha, Mr. Mahesh Sharma (ZIET), Mr. GS Sethi (ZIET).

Second Row : Mr. Nek Pal Singh, Mr.Surinder kumar Pahwa,Mr. Uma Kant Tripathi, Ms. Anita Kapoor, Ms. Kanchan Bala, Mrs. Shalini Trivedi, Mr. Krishna Pal Singh Chouhan, Mr. Niraj Kumar Verma, Mr. Subhash Chander, Mr. RR Sinha, Mr. Gaje Lal, Mr. GD Gupta.

Third Row : Mr. UP Verma, Mr. Mukesh Sharma, Mr. Mahesh Kumar, Mr. MPS Gautam, Mr. Rajesh Kumar, Mr. Gaurav Chauhan, Mr. Leela Dhari, Mr. Girija Shankar, Mr. Yatender Singh, Mr. Abdul Rashid, Mr. Keshav Ram Sharma, Mr. Prakash (ZIET)